

Doorway Wiltshire Ltd Annual General Meeting

Wednesday 18th November 2015

Nomination form for a Trustee (Director) of Doorway Wiltshire Ltd

I (*please insert your name*)

being a member of Doorway Wiltshire Ltd and entitled to vote at the Annual General Meeting, propose: (*please insert the full name, address, telephone (land line and mobile), email address, and date of birth of the person being proposed, together with details of any company directorships held.*)

(*Below to be signed by the person proposed:*)

I am willing to be proposed as a Trustee and Company Director of Doorway Wiltshire Ltd at the Annual General Meeting on 18th November 2015. I understand that my appointment will be conditional on an enhanced Disclosure & Barring Service clearance. I have read the Charity Commission publication "The Essential Trustee – what you need to know" and I confirm I am not ineligible to become a trustee.

Signed:

Date:

This form must be received by the Secretary, c/o the Doorway office, Station Hill House, Station Hill Road, Chippenham, Wiltshire, SN15 1EQ by Wednesday 4th November 2015. A brief biography should be included with the nomination to help voters at the AGM.

doorway

Moving on from Homelessness in North Wiltshire

Annual General Meeting

Wednesday 18th November 2015 @ 4pm

Station Hill House, Station Hill, Chippenham SN15 1EQ

The Trustees invite all who have an interest in Doorway to our fifth Annual General Meeting since we became a stand-alone charity.

The Annual Report and Accounts for the year ended 31 March 2015* together with an Annual Review, can be found on the Doorway website www.doorwayproject.org.uk. (*available from start October)

At the meeting we will be electing Trustees / Directors for the coming year:

- Hilary Dewar and Miriam Nicholls both retire by rotation at the AGM.
- Hilary Dewar and Miriam Nicholls are both standing for re-election. They are proposed by Emma Sambrook and seconded by Frances Critchlow
- Mark Barnett was co-opted as a Trustee / Director at the September Board meeting and is proposed by Andrew Poole and seconded by Frances Critchlow.
- The other Trustees / Directors (whose names are listed in the Annual Report) remain Trustees / Directors.

*Members of Doorway Wiltshire Ltd may nominate candidates to serve as Trustees / Directors. Such nominations must be received by the Secretary, c/o the Doorway office, Station Hill House, Station Hill Road, Chippenham, Wiltshire, SN15 1EQ **two weeks** before the meeting. A nomination form for new Trustees / Directors (which must be signed by the nominee) is found on the back page.*

To comply with company and charity law, Doorway needs to keep a register of members, and you will both help us and secure your rights at the AGM if those who are not already members fill in a membership form and send it in to the office today.

Emma Sambrook, Chair.
September 2015

Doorway Membership

Article 7 of our Governing Document requires Doorway to have a membership, who shall have the right to attend General Meetings and elect Directors.

The subscribers to the memorandum are the first members of the charity;

Membership is open to other individuals or organisations who: (a) apply to the charity in the form required by the Directors; and (b) are approved by the directors.

Corporate membership shall be open to organisations (eg partner organisations, charities, faith groups) who subscribe to Doorway's aims and objectives: 'To relieve poverty and sickness and preserve and protect the good health of homeless and disadvantaged people in Wiltshire in particular but not exclusively by the provision of a drop-in centre'.

Note: Only corporate bodies may be corporate members. Unincorporated partner organisations wishing to be members of Doorway Wiltshire Ltd must appoint a nominee to act on their behalf.

The Directors may only refuse an application for membership if, acting reasonably and properly, they consider it to be in the best interests of the charity to refuse the application. The Directors must inform the applicant in writing of the reasons for the refusal within twenty-one days of the decision.

Membership is terminated if:

- the member dies or, if it is an organization, ceases to exist;
- the member resigns by written notice to the charity unless, after the resignation, there would be less than two members;
- the member is removed from membership by a resolution of directors that it is in the best interests of the charity that his or her or its membership is terminated. A resolution to remove a member from membership may only be passed if;
- the member has been given at least twenty-one days' notice in writing of the meeting of the directors at which the resolution will be proposed and the reasons why it is to be proposed;
- the member or, at the option of the member, the member's representative (who need not be a member of the charity) has been allowed to make representations to the meeting.

Application Form (Individual member)

I apply for membership of Doorway Wiltshire Ltd

First Name(s):

Surname:

Home address:

Phone:

Mobile:

email:

Please indicate if you would prefer to receive newsletters and notice of General Meetings by email

I subscribe to the aims and objectives of Doorway Wiltshire Ltd: 'To relieve poverty and sickness and preserve and protect the good health of homeless and disadvantaged people in Wiltshire in particular but not exclusively by the provision of a drop-in centre'.

Signed:

Date:

Application Form (Corporate member)

Name of Organisation:

Note: Only corporate bodies may be corporate members. Unincorporated partner organisations wishing to be members of Doorway Wiltshire Ltd must appoint a nominee to act on their behalf.

Address:

Phone:

Mobile:

email:

Name and position of nominee (when appropriate):

Please indicate if you would prefer to receive newsletters and notice of General Meetings by email

We subscribe to the aims and objectives of Doorway Wiltshire Ltd: 'To relieve poverty and sickness and preserve and protect the good health of homeless and disadvantaged people in Wiltshire in particular but not exclusively by the provision of a drop-in centre'.

Signed:

Date:

[Name in block capitals please:]

Position: