**Money Matters Money Advice Centre**

**Orkney Street Enterprise Centre**

**18-20 Orkney Street**

**Glasgow G51 2BX**

**Telephone: 0141 445 5221**

[**geraldine@moneymattersweb.co.uk**](mailto:geraldine@moneymattersweb.co.uk)

# **Notice of Money Matters Money Advice Centre**

# **Annual General Meeting**

## on Friday 25th October 2019

### From 12 noon

Venue: The Hamilton Room, Orkney Street Enterprise Centre

I am writing to you to invite you to join us at our Annual General Meeting (AGM). The AGM starts at 12 noon and there is a light buffet afterwards.

At the AGM, we will share with you the charity’s achievements over the last year and tell you about our future plans. We will also be taking the opportunity to thank the Money Matters Management Board and staff who make our work possible.

You will also be able to meet some of our staff members who are able to attend, to hear about our work and some of our projects.

Please consider becoming a trustee of Money Matters Money Advice Centre. Being a trustee means that you are a voice for the community, can support our work and are happy to be kept up to date on our project activities. Being a trustee board member will also allow you to cast your vote at our AGM, when we shall be electing/re-electing our Management Board of Trustees.

Please complete and return the attached form as soon as possible to apply/renew your membership and confirm attendance at our AGM.

We are also seeking to recruit new members for our developing Management Board of Trustees. Next page has some brief information on becoming a trustee at Money Matters Money Advice Centre.

Please confirm your attendance at the AGM by completing the attached form and returning it to the project or electronically to [geraldine@moneymattersweb.co.uk](mailto:geraldine@moneymattersweb.co.uk) by Monday 21st October 2019.

We hope to see you on Friday 25th October 2019 and in the meantime please visit our website [www.moneymattersweb.co.uk](http://www.moneymattersweb.co.uk).

**Our Voluntary Board of Trustees/Directors**

Money Matters Money Advice Centre is a registered charity and all charities (by law) have a Management Board of Trustees.

Our management board is made up of Community Council Representatives and community members.

Our board is required to meet a minimum of 4 times per annum although we hold meetings bi-monthly (every 2 months). At the board meetings, Geraldine Cotter, Chief Executive Officer provides the trustees with information on the project’s progress, statistical information, financial reports and the board offer support to the CEO in its future development etc.

Board experience is not essential for new trustees. More importantly we want an enthusiastic board that is willing to share ideas and support in the development of our charity. We also want trustees who understand the challenges that individuals and families face living in poverty and are happy to feedback relevant information to the community and vice versa.

All trustees are provided with training and support in their role.

There are many reasons to become a Board member including:

* Supporting a unique and highly successful Organisation
* Giving something back to the community
* Helping to shape this unique charity
* Doing something worthwhile that benefits you and the community
* Making new friends!

If you would like more information on becoming a trustee please contact Geraldine on 0141 445 5221 or [geraldine@moneymattersweb.co.uk](mailto:geraldine@moneymattersweb.co.uk)

**Money Matters Money Advice Centre**

# **AGM & Membership Renewal Form**

I ………………………………… (Print name) wish to re-register or become a Trustee of Money Matters Money Advice Centre, which means I support the charity.

Community Council Member?

If so which Community Council \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(if applicable)

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Including postcode

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Contact No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I can attend the AGM on Friday 25th October 2019

**YES / NO**

I am interested in finding out more about becoming a Money Matters Money Advice Centre Board Trustee

**YES / NO**

*If a member fails to return his or her registration form prior to the date of our Annual General Meeting on 25h October 2019, you may be expelled from membership.*

*Any individual who wishes to withdraw from membership shall lodge with Money Matters, Money Advice Centre a written notice of retiral, which must be signed.*