



## 21-DAY NOTICE OF THE ANNUAL GENERAL MEETING OF THE SCOTTISH HOUSE BUILDERS HEALTH AND SAFETY FORUM

Dear Member,

As laid down in the Constitution of the Scottish House Builders Health & Safety Forum, please accept this 21 day notice of the intention to hold the Annual General Meeting (AGM) of the SHBHSF at 9.30am on Wednesday 5th February 2020 at The Hilcroft Hotel [Whitburn]. No other formal notice will be issued in this regard.

The format for this AGM is noted below.

1. **Chairman's Annual Report**
2. **Constitution**
3. **Presentation and Approval of the Annual Accounts**
4. **Election of the Executive Steering Committee Members**

Nominated Steering Committee Members Standing for Re-Election/ Election will be listed at the AGM:

**Note:** Following election of the 2020 Steering Committee, at the first meeting of the Executive Steering Committee, the Committee will nominate and select a Chairperson and Office Bearers for the Steering Committee.

5. **Annual Subscriptions.**
6. **Additional Motions.**
7. **Any Other Business/Closure of AGM.**

This AGM will then be followed by the usual SHBHSF event.