



Sandwell Community Information & Participation Service

AGM 2025 Edition

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What it means to be a Director and Trustee.

The Board of Directors and Trustees are an elected body who lead the organisation

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A Board Member will play a clear role in helping to form policies, manage staff and guide the membership to ensure we have good governance in the business of the company.

The skills of Directors are regularly utilised at General Meetings and Task/Finish groups. You may also be requested to attend events to represent the company.

A Director's role can be challenging, but not difficult and your commitment, support and enthusiasm will be important for the progression and management of the company.

All Board members receive full training and support.

Board Nominations

We invite eligible members to nominate themselves or others who would be suitable to stand. This year we have 5 vacancies on the Board.

Who can stand?

Only Voting Delegates are eligible to stand for election. For further details on this, please see page 3.

Cash Prizes will be available on the day!

**Saturday
4th October 2025**

**National Metalforming Centre
Birmingham Road
West Bromwich**



Important dates

Final Booking 26.08.25

Meet the Chair drop in 22.08.25

Proxy Vote deadline 2.10.25

AGM 4.10.25

Timetable of key dates for 2025 AGM

**Friday
22nd
August**

MEET THE CHAIR DROP IN

If you're not sure if being on the Board is for you, come and see the Chair for a chat between 10.30am and 12.00pm

**Tuesday
26th
August**

BOOKING AND NOMINATION DEADLINE

Send in your booking forms and nominations to arrive at SCIPS by this date - allow plenty of time for postal delays

**Friday
12th
September**

CONFIRMATION OF NOMINATIONS

All nominees are contacted to ensure they wish to accept their nomination(s) by this date.

**Thursday
18th
September**

2ND MAILING

Informs you about the nominees for each of the vacancies. Proxy voting paperwork also comes out to you in this mailing.

**Thursday
2nd
October**

DEADLINE FOR PROXY VOTES

Please ensure all proxy votes have been received at the SCIPS offices by this date, allow plenty of time for postal delays

**Saturday
4th
October**

AGM DAY THE BIG EVENT!

We look forward to seeing you all at the AGM. This is a great opportunity to meet other members, speakers and SCIPS staff. You need to be there to be entered into the cash prize draws.

If you have any questions or queries or if any of the information is confusing to you, please do not hesitate to contact us.

**This includes help with filling out our AGM forms
Tel: 0121 544 1230**

Eligibility for SCIPS Board

In line with our governing documents there are people who are excluded from being nominated for the following reasons:-

(i) They are already on the Board of Directors.

(ii) If one Voting Delegate from a TRA is already on the Board then the other Voting Delegate is not eligible to stand for the current vacancies.

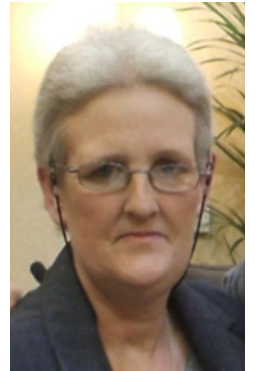
(iii) If one member of a household is already on the Board, then another member of that household is not eligible to stand for the current vacancies

(iv) Serving Sandwell MBC Councillors are not eligible to stand for SCIPS Board.

The people excluded under these rules have not been included in the lilac list of available nominees.

This year we have five vacancies

**Ann-marie
Docker
SCIPS current
Chair of
Board of
Trustees**



**2024
AGM**



Board Vacancies for 2025

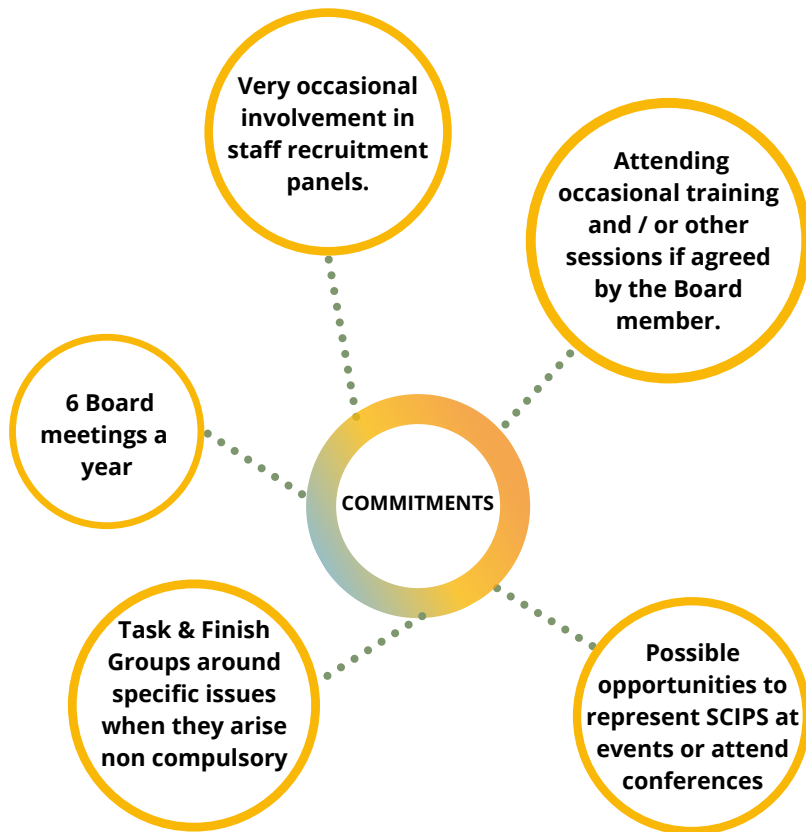
We would like to invite nominations for the following vacancies to be elected at SCIPS AGM on Saturday 4th October 2025

1 x 3 year place for a TRA Representative only

4 x 3 Year places From Any Category

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Commitments as a Board Member



Before you commit to becoming a Director please ensure that you have the time and availability to attend meetings and have an input.

If you wish to know more about the role as a Director, we will be having a nominees drop in session on the 22nd of August between 10:30am and 12:00pm at SCIPS offices. As always, if you have any queries please contact us on 0121 544 1230.

AGM Speakers

Speakers for our AGM who have confirmed, are:



Councillor Vicki Smith
Cabinet Member for
Housing
and
Sustainable Development

Tonia Flannagan - St Albans Community Association CEO

Lindsay Delaney - SCIPS Support staff

Jan Macmillan - SCIPS CEO and Company Secretary

We promise an excellent event as always and look forward to seeing you all at our 2025 AGM.

(Please note,
speakers may be subject to
change at short notice)

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