



November 2023

Dear Guild Secretary,

**The next Annual General Meeting of the AGWSD is planned to be held on Saturday 8<sup>th</sup> June 2024 at Conway Hall, Red Lion Square, London, WC1R 4RL and by Zoom.**

The meeting will start at 11am and run until around 4pm.

Each Guild affiliated to the AGWSD is entitled to send one delegate to the AGM and may choose to send observers. Only the delegate may speak and vote on the issues raised on the formal agenda. Delegates receive their travelling expenses from the AGWSD, either standard class fare or an allowance of 45p per mile if travelling by car. If travelling by public transport the delegate should try and book early to take full advantage of any special rates so as to keep expenditure as low as possible. Note that we do not pay the travelling expenses of observers, but your guild may choose to do so.

As per our constitution, nominations are invited for members of the General Purposes Committee (GPC), which has the AGWSD as a whole in its care, and for the Journal Editorial Committee (JEC), the production team for our prestigious quarterly, The Journal.

Currently we believe there will be 6 vacancies for the GPC and 9 for the JEC.

Anyone interested in standing is very welcome to contact the Secretary or Chair for more information on the GPC or the JEC Chair for information on the work of the JEC and the positions that are available. Note that some roles on the GPC may require the volunteer to become a trustee of the AGWSD, a role fully covered by our insurance scheme.

Nomination forms are enclosed/attached for both committees. Please state on the form which GPC/JEC committee your nominee is standing for and, where relevant, which vacancy.

Every member of each AGWSD committee is a volunteer - we do not have any paid staff. Without the wonderful volunteers who serve on our committees, the AGWSD cannot provide the services we currently offer to your guild and your guild members. The work is not onerous but a commitment of some time is required and we ask you to please encourage your members to think seriously about stepping forward.

Your Guild is also invited to submit formal propositions for consideration at the AGM. These should be accompanied by an explanation of the background and/or reasons for the proposition. This helps the meeting to discuss and vote on the issue raised.

You are also invited to suggest points for discussion. These are intended for discussion at a more informal session following the formal AGM business.

Forms for both propositions and points for discussion are included with this letter. Please note that, whilst it is preferable for the delegate from the proposing guild to present the proposition, in extenuating circumstances, someone else from the proposing guild can attend the AGM to present the proposition, provided this has been agreed in advance with the GPC.

Please note that all forms must be sent to the AGWSD Secretary to arrive no later than midnight on **10<sup>th</sup> February 2024**. They can be sent by:

- email to [secretary@wsd.org.uk](mailto:secretary@wsd.org.uk)
- post to AGWSD Secretary, Montrose, Tower Road, Ashley Heath TF9 4 PU

This date allows for all the AGM papers to be collated and sent out to Guild Secretaries for mid-March so allowing time for discussion to take place among your members and the briefing of your delegate on your guild's views. The March papers will also include a form for you to send in your delegate and observer details.

Yours sincerely  
Mary England  
AGWSD Secretary  
[secretary@wsd.org.uk](mailto:secretary@wsd.org.uk)

Email for AGWSD Chair – [chair@wsd.org.uk](mailto:chair@wsd.org.uk)

Email for the JEC Chair – [jecchair@wsd.org.uk](mailto:jecchair@wsd.org.uk)