



## 6<sup>TH</sup> EASTERN BRANCH ANNUAL MEMBERS MEETING NOTICE AND AGENDA

NOTICE IS HEREBY GIVEN THAT THE 6<sup>TH</sup> EASTERN BRANCH ANNUAL MEMBERS MEETING AND BRANCH ELECTIONS WILL BE HELD AS FOLLOWS:

<b>Date:</b>	Friday 24 <sup>th</sup> February, 2017	
<b>Time:</b>	3.00pm – 5:30pm	
<b>Location and meeting room:</b>	Machakos (Exact venue to be communicated in due course)	
No.	Time	Agenda Item
1.	3:00 – 3:30 PM	Arrival and Registration
2.	3:30 – 4:00 PM	Calling meeting to Order, Opening Prayer, Introductions and Opening Speeches by Invited Guests
3.	4:00 – 4:10 PM	Calling the AMM to order
4.	4:10 – 5:50 PM	To receive apologies if any
		Adoption of Agenda
		Approval of Previous Annual Members Meeting (AMM) minutes
		Matters arising from Previous AMM minutes
		Receive Annual Branch Reports <ul style="list-style-type: none"> <li>a. Report by Branch Secretary &amp; CPD Convener</li> <li>b. Report by Branch Chairperson</li> </ul>
		Election for Vacancies to Eastern Branch Executive Committee
		Signing Acceptance Letters by Elected Leaders
		Award of Certificates of Service - Executive Committee of 2016/2017
5.	5:50 – 6:00 PM	Any Other Business ( <b>Received within 48 hours to the AMM</b> )
6.	6:00 – 7:30 PM	Closing Prayer & Networking Cocktail

No charges will be levied on participants. Members in attendance shall be awarded 2 CPD hours.

For confirmations, kindly book online under *special events* category.