



**NOTICE IS HEREBY GIVEN THAT THE 12<sup>TH</sup> WESTERN BRANCH ANNUAL MEMBERS MEETING AND BRANCH ELECTIONS WILL BE HELD AS FOLLOWS:**

<b>Date:</b>		Friday 8 <sup>th</sup> April 2022
<b>Time:</b>		2:00pm – 5:00pm
<b>Location of meeting</b>		TBC
<b>No.</b>	<b>Time</b>	<b>Agenda Item</b>
1.	2:00 – 2:30 PM	Arrival and Registration
2.	2:30 – 3:30 PM	Calling meeting to Order, Opening Prayer, Introductions and Opening Speeches by Invited Guests
3.	3:30 – 4:30 PM	Calling the AMM to order
		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 Report
		Election for Vacancies to the Western Branch Executive Committee
		Signing Acceptance Letters by Elected Leaders
		Award of Certificates of Service - Executive Committee of 2021/2022
5.	4:30 – 5:00 PM	Council - Members Engagement
6.	5:00 – 5:10 PM	Any Other Business ( <b>Received within 48 hours to the AMM</b> )
7.	5:10 – 6:30 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