

North West Region Women's Committee

To (by bcc) NW Women's Committee

NW Women's Officers

NW Equality Officers

NW Branch Secretaries

Cc (by bcc) Everyone in UNISON North West

Dear Colleagues

I am writing to provide you with a copy of the draft agenda and to request reports and any agenda items for the **North West Women's Committee Annual General Meeting on Thursday 21st September 2023**. The meeting will be held at the UNISON Regional Centre, Arena Point, 1 Hunts Bank, Manchester M3 1UN. However, a link to join virtually can also be provided. It will be held from 11am-12.30pm. In line with the committee's constitution, it is necessary to provide you with the timeline for the AGM arrangements:

	Timeline	Date
Notification of Annual General Meeting is sent & request for agenda items	at least 6 weeks prior to the date of the AGM	By 10 th August 2023
Any agenda items must be received	5 days before the agenda is due to be sent out	By 31 st August 2023
Final agenda will be sent out to all committee members and women's officers	2 weeks before the meeting	By 7 th September 2023

Any urgent agenda items must be notified to the Chair before the start of the meeting and will be added to the agenda at the discretion of the Chair. **It is also necessary under our constitution that all members of the committee provide a verbal or written report - which should include any recruitment initiatives and can include events, geographical, branch, workplace issues.**

If you wish to stand for a position you should do so by completing the form attached and returning it to j.walley@unison.co.uk not later than **Thursday 14th September 2023**.

If you are unable to attend the meeting please send your apologies - written reports will be accepted and distributed with the final agenda.

Kind regards

Christine, Rachel, Teresa, Sharon and Dawn

North West Women's Committee Secretariat Team