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[Women in Property
South West](#)

South West Branch AGM and Evening Meal

Tuesday 12th February 2019
AGM commences at 5.30pm
Harvey Nichols, Second Floor Restaurant, Cabot Circus, 27
Philadelphia Street, Bristol, BS1 3BZ

All members are welcome to come and join the South West Committee for our Annual General Meeting on Tuesday 12th February 2019 at 5.30pm at Harvey Nichols Second Floor Restaurant followed by a three course meal. The meal will include a welcome drink, three courses and a drink with your meal, kindly sponsored by Claremont and Thrings.

Our current Chairman, Carly Willis of Claremont, will present an overview of the year, our current expansion, accounts and profitability, mentoring, membership, student awards, education roadshow, our upcoming events, and plans for the future of the South West Branch. This is an opportunity to look back on what we have achieved over the year and celebrate this and welcome in our new committee - who we will also be electing.

More detail on the available roles, the AGM formal notification and nomination papers can be found attached below.

To Apply: Please fill out and return the attached form together with your cheque (payable to "Women in Property") to:
Vanessa Lancaster, Mafeking 67 Wells Road, Glastonbury, Somerset BA6 9BY
Please email event organiser for BACS details; no refunds for cancellations

07789 874402
Vanessa@vlancaster.co.uk



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WIP SOUTH WEST AGM 2018 Members Only Event £25	
Name:
Company:
Contact Tel No:
Email Address:
Number of places required:Member	
Dietary requirements:	
Is this your first event? <input type="checkbox"/> Yes <input type="checkbox"/> No	

National Student Awards 2018
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South West Branch

Notice of Annual General Meeting – Tuesday 12th February 2019

The AGM will take place at 5.30 pm at Harvey Nichols Second Floor Restaurant.
The AGM is exclusively for Women in Property members.

We have a large and active committee and are always looking for enthusiastic members to join. The committee meets approximately every month either in the morning or in the early evening and we try to allocate tasks evenly. A short description of the positions is set out below. There are also sub-committees required for certain areas where help is required from members (and where it is not necessary to be on the committee).

PLEASE NOTE:

Members will be able to vote by Proxy if unable to attend the AGM in person. Should you wish to take advantage of this option please complete, sign and return the proxy form attached to Finola Ingham at the details given below.

Present South West 2018 Committee Members: -

Officers		General Committee Members
Chairman	Carly Willis	Clare Wedderburn
Vice Chairman	Ros Trotman	Hannah Lewis-Jones
Treasurer	Jacqueline Butt	Helen James
Treasurer Liaison	Ros Trotman	Natasha Cottell
Secretary	Finola Ingham/Clare Sellars	Virginia Andreani
Membership Secretary	Louise Gill	Rebecca Strong
Events Coordinator	Harriet Benson / Jennifer Joule	Fadiya Ahmed
Event Reviews Coordinator	Hannah Mannion	Coralie McKeivor
Bath Link	Rachel Bell	Christine Skaar
Devon & Cornwall Chair	Tanya Loosemoore	Becky Parrish
Wiltshire & Swindon Link	Ros Trotman	
Wiltshire & Swindon Lead	Natasha Fox	
Solent Chair	Charlotte Handy	
Solent Link	Rachel Bell	
PR/Social Media	Rachael Sherratt / Sophie Smith	
Roadshow Coordinator	Laura Beddis	
Mentoring Coordinator	Louise Gill	
Student Awards Coordinator	Ingrid Chauvet	

All committee posts are available on 12th February 2019 and members need to be voted into each position at the AGM, except the Chairman and Treasurer.

The Chairman for 2019 will be Ros Trotman of Thrings and the Treasurer will be Jacqueline Butt.



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NOMINATIONS

Name: Tel: Email:

Please return by 1st February 2019

Agreement to stand must be obtained from nominee before putting forward their name.

POST	NOMINEE	PROPOSER
Vice Chairman		
Treasurer Liaison		
Secretary (two positions)		
Membership Secretary		
Events Coordinator (two positions)		
Events Review Coordinator		
Bath Link		
Devon & Cornwall Chairman		
Devon & Cornwall Link		
Wiltshire & Swindon Link		
Solent Chairman		
Solent Link		
Taunton/Somerset Lead		
PR/Social Media (two positions)		
Roadshow Coordinator		
Mentoring Coordinator		
Student Awards Coordinator		
General Committee Member (several positions)		

Full descriptions of each role is available in the members handbook on the website. The below descriptions are an abridged version.

Vice Chairman

Assisting the Chairman in her role at branch level and attending some of the national committee meetings to get a grounding in national WiP policy, prior to taking over as a branch Chairman.

Treasurer liaison

To represent the Treasurer at our SW committee meetings and report back on the treasurer accounts summaries. The regional Treasurer will carry out all the account logistics and this role is to be their eyes and ears into the main committee.

Secretary

Managing diary appointments for and collating reports for the monthly committee meetings, taking minutes at branch committee meetings and the AGM, circulating minutes to the committee, organising the AGM and keeping contact details for the committee up-to-date.

Membership Secretary

Liaising with Lara Farey, the National Administrator, on new members and renewals. Preparing monthly committee reports on membership, dealing with local membership enquiries and follow-up of non-renewals.

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Events Coordinator

Uploading of events to the website, scheduling members emails, keeping a central spreadsheet of events and sponsors and producing the bi-weekly forthcoming coming soon events flyer.

Event Reviews Coordinator

Coordinating event reviews for the website.

Bath, Solent, Devon & Cornwall and Wiltshire & Swindon Link

Responsibility for liaising and coordinating with the satellite branch including attending committee meetings (by telecom), ensuring the bi-weekly coming soon flyer is up-to-date with the satellite region events. The link between the satellite region committee and the main SW committee.

Satellite Region Chairman

Assisting the SW Chairman in her role by focusing on coordinating and organising the events in these satellite areas and running the satellite subcommittees.

PR/ Social Media Coordinator

Sending out press releases, newsletters, keeping record of press coverage, sending copies of coverage to the national committee and dealing with sponsorship opportunities. Promoting WiP through social media (LinkedIn and Twitter).

Roadshow Coordinator

Responsibility for coordinating with schools and colleges to promote the property industry and Women in Property at careers events and open days.

Mentoring Coordinator

Responsibility for working with the national coordinators to manage South West members' participation in the mentoring programme.

Student Awards Coordinator

Responsibility for coordinating with Universities to promote the Women in Property Student Awards and coordination of the regional judging events and local requirements for the national finals.

General Committee member

Attending monthly meetings and sharing ideas for events and membership promotion with other committee members. Organising or assisting to organise events, helping to promote the Association generally. Assisting some of the Officer roles to share workload.

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PROXY VOTE

For those unable to attend the AGM

I being a member of the Association of Women in Property hereby
appoint Of or failing her of
..... To act as my proxy to vote in my name and on my behalf at the Annual General Meeting of the
Associate of Women in Property to be held on Tuesday 12th February 2019 at Harvey Nichols Second Floor
Restaurant and at any adjournment thereof.

Signed.....

Dated



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