|  |  |
| --- | --- |
|  | **The Association for the Teaching of Psychology** |

**Annual General Meeting, 6th July 2019**

**1. Notice of AGM 2019 and call for nominations to Committee**

**2. Nomination form (overleaf)**

**This AGM Notice and Nomination Form is available on the ATP website:** [**www.theATP.org**](http://www.theATP.org)**.**

**The 2019 Annual General Meeting of the Association for the Teaching of Psychology will be held at 11.30 on Saturday 6th July, 2019, at Stamford Court, Manor Road, Leicester University (during Annual Conference, see** [www.theatp.org](http://www.theatp.org) **). The AGM is open to all ATP Members, not just Conference delegates. You just need to be a current ATP Member on the date of the AGM. There is no fee for attending the AGM.**

Any current ATP Member is eligible to stand for election to the Committee. See inside the back cover of your *ATP Today* magazine for details of the current Committee or the website. If you would like to stand for election, please download and print this document, complete the nomination form (below) and return to the ATP Secretary, Punam Farmah. The form must be signed by a Proposer and Seconder who must also be current Members. Please also include a brief statement introducing yourself, and indicate which tasks you feel your talents are best suited to. Committee positions are for a one-year term, but Members can seek re-election at subsequent AGMs. The form should be returned as a hard copy, so please either send or give your signed, completed nomination form to the Secretary: Punam Farmah, pfarmah@hotmail.com 41 Dene Hollow, Kings Heath, Birmingham, B13 0EG.

If sending by post it should arrive by 28th June, 2019. Alternatively, if you are attending the conference, give your form to the Secretary or Chair by lunchtime on the Saturday. You can send the form by email in advance to the Secretary if you wish (pfarmah@hotmail.com), but a signed paper version will also be required.

**As a Committee Member you must be able to commit to three meetings per year: these are held on Saturdays (11.00 till 16.00) in January, April or May, and September or October.** The venue is normally central Birmingham, but can vary depending on travelling distances of Committee Members. Travel and subsistence expenses are payable. There is always a full agenda so the meetings are hard work, but stimulating and sociable too! You are also expected to actively contribute to Committee tasks and to attend the Annual Conference if possible. If you have any queries, contact Punam on pfarmah@hotmail.com .

The Nomination form shows a list of Committee roles and tasks – please indicate which roles/tasks you would be interested in. These are mostly undertaken in small teams, and each individual Member can be involved in more than one area. The list is not definitive and we are always open to suggestions for new initiatives that may further the aims of the Association.

**Directions to AGM venue: University of Leicester, Stamford Court, Manor Road, Leicester, LE2 2LH**

*SEE NEXT PAGE FOR NOMINATION FORM*

-----------------------------------------------------------------------------------------------------------------------------------------------

|  |  |
| --- | --- |
|  | **Nomination form for ATP Committee 2019-20** |

Your signed, completed form must be received **before the start of the Annual General Meeting 2019**.

Please send it to the Secretary\* by post, to arrive **no later than 28th June 2019**, or give it in person to the Secretary or Chair at the Conference before the start of the AGM.

**Important: You, your Proposer and your Seconder must all be ATP Members on the day of the AGM.**

*\*Secretary is Punam Farmah ,* *pfarmah@hotmail.com* *41 Dene Hollow, Kings Heath, Birmingham, B13 0EG.*

**Name of NOMINEE** (print your name): ...................................................................

**Nominee’s signature: ........................................................................ date: .........................................**

**Committee position for which you are seeking election** (put ‘x’ in one box only):

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Chair**  |  | **Vice-Chair**  |  | **Secretary**  |  | **Treasurer**  |  | **Ordinary Committee Member** |  |

**PROPOSER**: (print name) .................................................................

**Proposer’s signature: ........................................................................ date: ..........................................**

**SECONDER**: (print name) .................................................................

**Seconder’s signature: ........................................................................ date: ..........................................**

**To be completed by the nominee:**

**Home address: ...............................................................................................................................**

**Postcode: ............................. Home tel no: ............................... Mobile no: ...............................**

**Email (please type or print very clearly): ........................................................................................**

**Committee roles and tasks:**

In the following list of Committee task areas, please indicate two or three areas you are most interested in contributing to. This does NOT mean you are irrevocably committing yourself to these tasks!

Tasks and roles are negotiated in Committee on an ongoing basis.

|  |  |  |
| --- | --- | --- |
| ........ Membership admin........ Magazine........ Website........ Advertising | ........ Conference organisation........ Awarding bodies liaison ........ Representation at BPS  | ........ Representation on other bodies........ Liaison with other organisations........ CPD organisation (one-day events)........ EFPTA representation |

**Nominee statement**

Please write /type a brief statement about yourself and what you feel you can offer ATP. Continue on another page if you wish. Your statement will be displayed and/or read out to Members at the AGM:

|  |
| --- |
|  |