



Annual General Meeting Agenda 2024

Wednesday 24th January 2024

10:00 - 12:00, via Zoom

1. To Note: Welcome and Introduction

Reena Littlehales, UK Chair, will outline the purpose of the AGM and explain how members can get involved.

2. To Note: Apologies for Absence

Andrew Cooper, UK Vice-Chair (Membership and Administration), will tell members who are unable to attend.

3. For Discussion and Approval: Minutes of AGM, 11 January 2023, and Matters Arising

Reena Littlehales, UK Chair, will ask members to comment on activity at last year's AGM, and will ask members to vote on these minutes as a true and accurate record of the meeting.

4. For Discussion and Approval: Executive Officer Reports

The HELOA Executive will outline what they, their teams, the committees, and Groups, have done this year.

4.1. Reena Littlehales, UK Chair, and the UK Committee

4.2. Raffaella Cuccia, UK Vice-Chair (Partnerships), and team

4.3. Andy Jackson, UK Vice-Chair (Group Development) and the HELOA Groups

4.4. Andrew Cotterill, UK Vice-Chair (Communications), and team

4.5. Andrew Cooper, UK Vice-Chair (Membership and Administration)

4.6. Amy Slater-McGill, UK Vice-Chair (Governance and Policy)

4.7. Emily Day, UK Vice-Chair (Training), and team

Reena Littlehales, UK Chair, will ask members to adopt the reports as one and vote to agree that they are fair and accurate.

5. To Note: Report on the Election and Appointment of Officer Posts

Amy Slater-McGill, UK Vice-Chair (Governance and Policy) will tell members who was elected or appointed to committees this year.

5.1. Elected Officers

5.2. Appointed Officers

Amy Slater-McGill, UK Vice-Chair (Governance and Policy) will invite the meeting to adopt the elected and appointed officers of the association.

6. For Discussion and Approval: HELOA Office Report

Reena Littlehales, UK Chair, will tell members what has happened this year in the HELOA Office, and will invite members to vote to approve the report of the HELOA office.

7. For Discussion and Approval: HELOA Strategy

Reena Littlehales, UK Chair, will ask members to comment and vote on the proposed motion: Members to approve the new HELOA strategy. As this decision does not amend the constitution, it will be passed by a simple majority of votes cast.

8. For Discussion and Approval: Changes to who can run for Group roles

Andrew Cooper, UK Vice-Chair (Membership and Administration), will ask members to comment and vote on the proposed motion: Change the Standing Orders to allow regional representatives to stand for Group roles, with the exception of Group Chair, in the geographical area they work, rather than where their institution is based. As this decision does not amend the constitution, it will be passed by a simple majority of votes cast.

9. For Discussion and Approval: Officer Report and Financial Proposals for 2023/24

Fiona Curry, UK Vice-Chair (Finance), will update members on the following items:

9.1. Completed accounts for the 2022/2023-2024 financial year

9.2. Membership costs for 2024/25

9.3. Proposed budget

9.4. Proposed auditor

Fiona Curry will ask members to vote to agree that the report and accounts are fair and accurate and to approve the proposals.

10. For Discussion and Approval: Honorary Membership and Commendations of Contribution

Andrew Cooper, UK Vice-Chair (Membership and Administration), will ask members to consider and vote on any nominations which have been received.

11. For Discussion and Approval: Decouple Commendations from AGM

Andrew Cooper, UK Vice-Chair (Membership and Administration), will ask members to comment and vote on the proposed motion: Decouple Commendations from AGM and feature commendations during National Conference Awards Ceremony. As this decision does not amend the constitution, it will be passed by a simple majority of votes cast.

12. For Discussion and Approval: Group Committee Structures

Andrew Jackson, UK Vice-Chair (Group Development), will ask to change the structure of group committees to better reflect the needs of groups and provide better development opportunities for elected members using the following structure of up to 5 members - group chair, Vice-Chair (Training), a Vice-Chair (Membership and Communications) and a Vice-Chair (Partnerships). The UCAS roles would be discontinued through consultation with existing post holders and a phased roll out of the new structure. As this decision does not amend the constitution, it will be passed by a simple majority of votes cast.

13. For Consideration: Any Other Business

Reena Littlehales, UK Chair, will ask members if there is anything else they would like to discuss.

14. To Note: Confirmation of Date of 2025 AGM & Conference - To be confirmed

Reena Littlehales, UK Chair, will formally tell members the date of the next HELOA AGM and location.