

1st October 2014

Dear BCS Member

**Notification of the Annual General Meeting (AGM)
of the
BCS Learning & Development Specialist Group (BCS L&D SG)**

I have pleasure in inviting you to the forthcoming AGM of the BCS L&D SG that will take place online on the evening of 20th October 2014.

This year all the Committee posts are up for election, the current committee having moved to a 3 yearly election cycle following the AGM in 2011 (as permitted under BCS rules for Member Groups).

We also have vacancies for 3 posts:

- 1) Secretary
- 2) Marketing Officer
- 3) Online Coordinator

The role profile for all the BCS L&D SG committee roles is circulated with this calling notice.

In addition, we are actively seeking your ideas for events for 2015, and speakers for web and face-to-face meetings on topics of relevance to L&D in IT.

I would be grateful if you could make every effort to attend the AGM. **Details of the web conference for the meeting will only be made available to those who [register for the AGM via the BCS website](#).**

AGM Agenda

- 1) Apologies
- 2) Minutes of the 2013 AGM
- 3) Matters arising
- 4) Officers' Reports
 - a) Chairman's Report
 - b) Secretary's Report
 - c) Treasurer's Report
- 5) Ideas for events / volunteer speakers for 2015
- 6) Election of Officers and Committee Members for 2014-17
- 7) Any Other Business

Copies of the Minutes of the 2013 AGM and the BCS L&D SG constitution are available on the [BCS L&D SG website](#). Officers' reports will be available at the AGM.

For members unable to attend, I shall on be posting copies of the officers' reports on the BCS L&D SG website after the AGM.

Please notify me of any matters you would wish to raise under Item 7, 'Any Other Business', by no later than 18:00 BST on Friday 17th October 2011.

Your committee needs your support to continue in its work for all our members. We welcome new committee members who are willing to put in the time necessary to attend regular meetings, help run events, forge new relationships with external bodies (government, universities and professional bodies), and conduct the general business of the BCS L&D SG. Nominations to join the committee must be made using the form at the end of this document.

We are particularly keen to see representation from our international members and those with links to other professional bodies, academic institutions or government agencies that have a clear relationship to L&D practitioners in the IT industry and will benefit BCS L&D SG members.

Yours sincerely



Paul Jagger

Secretary of the BCS Learning & Development Specialist Group

ANNUAL GENERAL MEETING 2011 ELECTION OF COMMITTEE

The Committee for the period 2014-17 will be elected at the 2014 AGM of the BCS L&D SG to be held at 18:30 BST on Monday 20th October online.

The current BCS L&D SG committee, listed below, was elected in 2011 to serve for three years until 2014. We welcome and encourage nominations for any of the following Offices or committee positions:

- Chairman
- Secretary (Constitution and Governance)
- Treasurer
- Membership Secretary
- Events Organiser
- Online Coordinator
- External Relations Officer
- General Committee Member(s)

If you wish to stand for election, completed the nomination form at the end of this document and return to me (paul.d.jagger@ntlworld.com) by 18:00 BST on 17th October 2014. Two BCS L&D SG members must support nominees for election to the BCS L&D SG committee. Supporters must also be full professional members or fellows of BCS in good standing (i.e., paid up members not undergoing or subject to any BCS disciplinary procedure).

The current committee is listed in full below. You are welcome to stand for election to any of these posts.

- Jooli Atkins – Chair
- Paul Jagger – Secretary (standing down this year)
- Carol Hulm – Treasurer
- Graham Moore – Membership Secretary
- Kevin Streater – External Relations Officer
- Michelle Kaye – Events Organiser
- Kevin Jones – Academic Relations Officer
- Vacant – Marketing Officer
- Vacant – Online Coordinator

Please contact me (paul.d.jagger@ntlworld.com) should you require any further details, however I reserve the right to direct you to the [rules for BCS member groups](#) in the first instance.

NOMINATION FORM FOR ELECTION TO BCS L&D SG
FOR THE YEAR 2014 - 2017

WE, the undersigned, being full professional members of the BCS L&D SG in good standing, hereby give notice that we propose the following member as a candidate in the 2014 election for the BCS L&D SG committee.

Name of Nominee (in full):		
Postal Address:		
Telephone contact:		
Email address:		
BCS membership No:		
Nominated for the post of:		
	Full Name	BCS Membership No.
Proposer		
Secunder		

CONSENT OF MEMBER BEING NOMINATED
I (name in full) being a member of the BCS L&D SG hereby consent to the above nomination and signify my willingness to serve on the committee abiding by and upholding the BCS rules for member groups .
Full name:
Date:

The deadline for receipt of nominations is the 17th October 2014 at 18:00 BST. Nominations received after this time will be considered null and void. Please return the completed form to paul.d.jagger@ntlworld.com