

## NOTICE OF MEETING

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Notice is hereby given that the thirty-third ANNUAL GENERAL MEETING of **The Chartered Institute of Building Benevolent Fund (CIOB Assist)** will be convened on Thursday 24<sup>th</sup> July 2025, at the CIOB Offices, 9 Kingsway, London WC2B 6SF (and via Microsoft Teams) at 11:00 for the purposes set out below.

By order of the CIOB Assist Board  
Emma McKay, CIOB Assist Manager  
June 2025

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**Note:** *Under the Articles of Association, any Corporate, non-corporate or Qualifying Member who has made a 'suggested contribution' to the Funds of the Association in the **current** Financial Year is a member of the Association and is entitled to attend and vote at the meeting. Other CIOB Members, who have not contributed as outlined above, may attend the Meeting at the discretion of Members of the Association but may not vote (see Note 2, below).*

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## AGENDA

1. Notice convening the meeting
  2. Apologies for absence
  3. Confirm the Minutes of the previous Annual General Meeting held on 23rd July 2024 (see note 1, below)
  4. Consider the Report of the Directors and Trustees for the year ended 31st December 2024
  5. Appointment of Auditors
  6. Composition of the Board
  7. Any other business
  8. Date of the next Annual General Meeting
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**Note 1:** *Minutes of the previous Annual General Meeting held on 23<sup>rd</sup> July 2024, along with the 2024 Report of the Directors & Trustees, are available via download at [www.assist.ciob.org](http://www.assist.ciob.org) in advance of the AGM.*

**Note 2:** *Any member wishing to attend the AGM via Microsoft Teams on 23rd July at 11:00, is asked to contact Emma McKay: [emckay@ciob.org.uk](mailto:emckay@ciob.org.uk) at least 24 hours prior to the AGM and provide an email address for receiving joining instructions.*