

## Annual General Meeting notice

The Annual General Meeting (AGM) of the Microbiology Society will be held on Thursday 16 September 2021, as a virtual event.

All members are invited to participate in this event. If you would like to attend the AGM, please register by visiting our [website](#).

### 1. Schedule for the day

13:00 – 13:30	Virtual meeting room opens
13:30 – 13:35	Welcome from the President
13:35 – 14:15	AGM

### 2. AGM agenda

- Welcome by the Chair
- Review of the year
- Minutes of the 2020 Annual General Meeting
- Matters arising from the Minutes
- Financial Report
  - Receiving of the Annual Accounts
  - Appointment of Auditor
  - Approval of membership subscription rates
- Incoming and Outgoing members of Council, Committees and Divisions
- AOB

Eligible voting members are entitled to appoint another person as a proxy to exercise all or any of his or her rights to attend and to speak and vote at the AGM in their stead. Eligible voting membership categories are: Full, Full Concessionary, Postgraduate Student and Honorary members.

Members wishing to appoint a proxy should submit their appointment in writing as below, to [appointments@microbiologysociety.org](mailto:appointments@microbiologysociety.org)

*"I INSERT NAME being a member of the Microbiology Society eligible to vote, hereby appoint INSERT NAME as my proxy to vote on my behalf at the Annual General Meeting of the Society*

*to be held on 16 September 2021, and at any adjournment thereof.*

*Signed this day of INSERT DATE.*

*Unless otherwise instructed, the proxy will vote as they think fit.*

*Signed: INSERT SIGNATURE"*

We look forward to welcoming our members at the event.

A handwritten signature in cursive script that reads "Peter Cotgreave". The signature is written in black ink and is positioned above the typed name of the signatory.

Dr Peter Cotgreave, Company Secretary