

**ROYAL SOCIETY OF CHEMISTRY  
Formulation Science and Technology Group (FSTG)**

**ANNUAL GENERAL MEETING  
AGENDA and NOTICE OF AGM**

**11:15-12:00, Thursday, 11<sup>th</sup> December 2014**

**Royal Society of Chemistry, Burlington House, Piccadilly, London W1J 0BA**

The primary business of the Annual General Meeting is to receive annual reports, appoint new committee members and ratify the membership of the committee. All group members in good standing are entitled to attend the Annual General Meeting, and to propose or vote on the appointment of committee members. The meeting normally lasts for 30-45 minutes. *If you intend to attend the AGM then please return the tear-off slip overleaf to the secretary or email the address below, for the purposes of gauging numbers. You can also join the AGM via teleconference please just email the secretary, [secretary@formulation.org.uk](mailto:secretary@formulation.org.uk) and joining instructions will be sent to you. If you intend to nominate a member, or seek nomination, please contact the secretary informally prior to returning the nomination form below.*

The Chairman, Honorary Secretary and Honorary Treasurer are elected for 3-year terms and normally stand down at the end of this period. Ordinary members are elected for a 1- year term and may be re-elected. Custom and practise is to renew the memberships of the existing ordinary members to ensure continuity, and invite new candidates to replace those ordinary members that have retired from service. In the event of more candidates being nominated than places being available, a voting system may be used for selection. However the size of the committee is flexible and offers of assistance are rarely refused. A full list of FSTG committee members can be obtained from the Secretary on request or viewed on the website, <http://www.formulation.org.uk/>

The Formulation Science and Technology Group Committee have monthly teleconferences and meet face-to-face about 2-3 times each year, in various UK locations. The main business is to plan and organise technical symposia and discuss formulation related matters of importance and interest to our membership. We are always looking for people with ideas and enthusiasm to join the committee. If you are interested and require further details, please contact the Chairman, Simon Gibbon, at [chair@formulation.org.uk](mailto:chair@formulation.org.uk), or the Secretary, Helen Ryder, [secretary@formulation.org.uk](mailto:secretary@formulation.org.uk).



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**ANNUAL GENERAL MEETING**

**AGENDA**

- 1. Apologies for absence**
- 2. Minutes of Previous AGM**
- 3. Chairman's Report**
- 4. Treasurer's Report**
- 5. Secretary's Report**
- 6. Election of Committee Members**
- 7. AOB**
- 8. Date of Next AGM**



Nominations should be received by the Secretary by Monday, 8 December 2014 and should be signed by at least two members of the Group, and may only be submitted with the consent of the nominee.

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**NOMINATION FOR FSTG COMMITTEE**

TO: Hon. Secretary FSTG.

We, being members of the Formulation Science and Technology Group, wish to nominate

\_\_\_\_\_ for the position of Ordinary Member

\_\_\_\_\_ (name) \_\_\_\_\_ (signature)

\_\_\_\_\_ (name) \_\_\_\_\_ (signature)

I accept the nomination for the above position

\_\_\_\_\_ (signature of nominee)

Please send completed forms by 8<sup>th</sup> December 2014 to: [secretary@formulation.org.uk](mailto:secretary@formulation.org.uk) or to Dr Helen Ryder, The University of Manchester, John Owens Building, Room G035, Oxford Road, Manchester, M13 9PL