

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

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

**14:30-15:30, Wednesday 18th December 2013
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. 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 members can be obtained from the Secretary on request.

The Formulation Science and Technology Group Committee meet about 3-4 times each year, in various UK locations. Business is also performed through monthly teleconferences. 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 simon.gibbon@formulation.org.uk, or the Secretary, Helen Dutton, 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, 16th December 2013 and should be signed by at least two members of the Group, and may only be submitted with the consent of the nominee.

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 16th December 2013 to: secretary@formulation.org.uk or to Dr Helen Dutton, The University of Manchester, John Owens Building, Room G035, Oxford Road, Manchester, M13 9PL
