

Annual General Meeting Requirements

On completion of your Annual General Meeting (AGM), please return the following documents to Northwards Housing:

- ✓ **A signed model Northwards Housing Constitution.**
- ✓ **A copy of your AGM minutes.**
- ✓ **A list of your committee members' names and their addresses - see Northwards Housing Election of Committee form for assistance.**

Your group can not be fully recognised by Northwards Housing, or receive grant funding/expenses, unless you have provided all of the above.

In addition please complete and return the enclosed:

- ✓ **Group Contact Information form.**

This will allow Northwards Housing to publicise your group, to ensure it does not miss out on new members or opportunities for future funding and involvement.

Finally Northwards Housing has included an optional **Annual General Meeting, Minutes Template** which you may find helpful for recording the minutes of your meeting.

Return your documents to your Resident Involvement Officer:

Northwards Housing – **Riverways**
Monsall St Local Services Office
1 Monsall St
Collyhurst
Manchester M40 8QZ email: a.wood2@northwardshousing.co.uk

Northwards Housing – **Wilton**
Cheetham Hill Local Services Office
549 Cheetham Hill Road
Manchester
M8 9NW email: j.goreham@northwardshousing.co.uk

Northwards Housing – **Fourways**
White Moss Road Local Services Office
White Moss Road
Blackley
Manchester
M9 6NZ email: either i.gillett@northwardshousing.co.uk