SELF DIRECTED SUPPORT SCOTLAND (“the Company”)

COMPANY NUMBER: SC371469

SCOTTISH CHARITY NUMBER: SC039587

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the annual general meeting of the Company, which is a Scottish charity, will be held virtually in accordance with the information provided in the notes below on **Wednesday 13 November 2024 at 10.30am** for the following purposes:

1. Welcome and apologies
2. Previous minutes:
	1. To approve the previous minutes
	2. To consider any matters arising
3. Chair’s report
4. Treasurer’s report
	1. Approve Independent Inspection of Accounts
5. Election of Board members
6. Any other competent business

By order of the Board

DONALD MACLEOD

Company Secretary

Date: 07 October 2024

Registered office:

Norton Park

57 Albion Road

Edinburgh

EH7 5QY

NOTES TO THE NOTICE OF GENERAL MEETING

1. Members are entitled to attend the above meeting via Microsoft Teams, by registering here: <https://www.sdsscotland.org.uk/event/sdss-agm-2024/>
2. Members are entitled to appoint a proxy to exercise all or any of the member’s rights at the meeting and you can [access a proxy form here](https://www.sdsscotland.org.uk/wp-content/uploads/2024/10/Proxy-form-AGM-2024.docx). A proxy does not need to be a member of the Company but must attend the meeting to represent you. You can only appoint a proxy using the procedures set out in these notes and the notes to the proxy form.
3. If you do not give your proxy an indication of how to vote on any resolution, your proxy will vote or abstain from voting at the proxy’s discretion. Your proxy will vote (or abstain from voting) as he or she thinks fit in relation to any other matter which is put before the meeting.
4. Members can:
	1. appoint a proxy and give proxy instructions by returning the enclosed proxy form by post (see note 5); or
	2. register their proxy appointment electronically (see note 6).
5. The notes to the proxy form explain how to direct your proxy how to vote on any resolution. To appoint a proxy using the proxy form, the form must be:
	1. completed and signed (in the case of a member which is an incorporated body, signed on its behalf by an officer of the company or an attorney for the company);
	2. sent or delivered to the Company at Norton Park, 57 Albion Road, Edinburgh, Scotland, EH7 5QY; and
	3. received by the Company not later than 48 hours before the start of the meeting (and in calculating the 48-hour period referred to, no account shall be taken of any part of a day that is not a working day);
	4. accompanied by any power of attorney or any other authority under which the proxy form is signed (or a duly certified copy of such power or authority).
6. As an alternative to completing the hard-copy proxy form, you can appoint a proxy electronically by completing the form electronically and sending it to the Company at info@sdsscotland.org.uk. For an electronic proxy appointment to be valid, your appointment must be received by the Company not later than 48 hours before the start of the meeting (and in calculating the 48-hour period referred to, no account shall be taken of any part of a day that is not a working day).
7. An incorporated body which is a member of the Company can appoint an authorised representative who may exercise, on its behalf, all its powers as a member.