

## Notice of Annual General Meeting

Notice is hereby given that the 2020 Annual General Meeting of the Institution of Chemical Engineers (IChemE) will be held as a virtual meeting on Monday, 15 June 2020 at 08:00 (BST).

The ordinary business to be transacted at this Annual General Meeting are set out in the agenda below.

### Agenda

1. Apologies for absence
2. Moment of respect for deceased members
3. Minutes of the 97<sup>th</sup> Annual General Meeting held on Monday 20 May 2019
4. To receive and consider the Annual Review of IChemE for the year ended 31 December 2019
5. To receive and consider the Trustees' Report and Financial Statements of IChemE for the year ended 31 December 2019
6. To reappoint RSM UK Audit LLP as auditors of the charity and to authorise the Board of Trustees to determine their remuneration for the year ended 31 December 2020
7. To declare the composition of the Board of Trustees for the 2020/2021 session including the results of the trustee election
8. To give a vote of thanks to the President, Honorary Officers and retiring members of the Board
9. To receive the Annual Report of IChemE's Congress
10. Close of Annual General Meeting

**By order of the Board of Trustees**  
**Mr Jon Prichard, Chief Executive**  
**19 May 2020**

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### Explanatory notes

1. All members of the Institution are entitled to attend the meeting but only Fellows and Chartered Members are entitled to 'vote'. On this occasion there will be no special business to take at the AGM, so Voting Members will simply be asked to 'vote' through a 'show of hands' during the online meeting. This will be to approve the minutes of the 2019 AGM and to re-appoint the Institution's external auditors.
2. In order to validate attendees for voting purposes, pre-registration is essential and members should complete the online registration form [here](#) All members will then receive an email confirmation of their registration with a link to join the meeting at the specified time. Each link is unique to the individual member and should not be forwarded to anyone else (as this may prevent the intended recipient from attending)