

Notice of Annual General Meeting

Notice is hereby given that the 103rd Annual General Meeting of the Institution of Chemical Engineers (IChemE) will be held as a virtual meeting on Tuesday 10 June 2025 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 102nd Annual General Meeting held on Tuesday 11 June 2024
4. To receive an overview of the Institution's activities for the year ended 31 December 2024
5. To receive and consider the IChemE Trustees' Report and Financial Statements for the year ended 31 December 2024
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 2025
7. To declare the composition of the Board of Trustees for the 2025/2026 session including the results of the Trustee election, as well as the results from the Congress election.
8. To receive the Annual Report of IChemE's Congress
9. Questions arising from the Trustees Report & Financial Statements & Congress Report
10. Presidential Handover of Office
11. To give a vote of thanks to the Past President, Honorary Officers and retiring members of the Board & Congress
12. Close of Annual General Meeting

By order of the Board of Trustees
Ms Yvonne Baker OBE CEng FIChemE, Chief Executive
23 April 2025

Explanatory notes

1. All members of the Institution are entitled to attend the meeting but only Fellows, Chartered Members and Associate Members in good standing are entitled to vote in any polls taken at or in advance of the meeting. In addition, Voting Members will be asked to 'vote' during the online meeting to approve the minutes of the 2024 AGM and 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 registration form [here](#). All registrants will receive a Zoom invitation from Mi-Voice containing a unique link for joining the meeting, and a further email will be sent to those voting members who have registered, providing a unique voting code to be used during the meeting to approve the minutes of the previous meeting and the re-appointment of the Institution's external auditors for 2025.