



UCDVO
UCD Global
Gerard Manley Hopkins Centre
Belfield, Dublin 4
Ireland
Tel : + 353 (0) 1 716 8570
www.ucdvo.org

UCDVO Annual General Meeting Notice

Friday 20 December 2024

Dear friends and members of UCDVO,

The 2024 Annual General Meeting of UCD Volunteers Overseas will take place on Tuesday 28 January, 2025, 1-2pm, Meeting Room 5, UCD Village, Belfield.

All members of UCDVO are welcome – you are required to register for the AGM by completing the [UCDVO AGM/Membership Form](#) before 5pm on **Friday 24 January 2025**.

The AGM will bring everybody up to date on the current work that the charity is doing and the plans for the coming year. We would like to encourage past and recent volunteers and supporters to become members so that you can be part of ensuring that UCDVO is a vibrant and strong organisation long into the future that continues to inspire active citizens.

Please find the board nomination papers attached. UCDVO is particularly looking for candidates with **fundraising, policy and advocacy and communications** expertise to help us continue to implement our strategic plan *Inspiring Global Citizens*.

I would like to thank the Trustees of UCDVO for their dedication and commitment to the governance of the charity. I would also like to take this opportunity to thank all our members and friends for your continued support of UCDVO throughout the years and I hope you will continue to be involved for many years to come.

Look forward to meeting you all at the AGM in January.

Yours sincerely

James O'Brien

Chair, UCDVO



Annex 1 - Election to the Board of Trustees 2025

1. Membership of UCDVO and Registration for AGM

Student member: A student must be a current registered student of UCD and a member of the UCDVO Student Society.

Staff/Graduate member: Any person who has graduated from UCD is deemed to be a graduate/alumnus regardless of whether they are currently registered as a student in UCD. A staff member must either be a current UCD staff member or former UCD staff member in receipt of a UCD pension.

All attendees at the AGM or anyone wishing to vote or be nominated must complete the [Membership/AGM Registration Form here](#).

2. In accordance with the [Constitution of the Charity](#), the following positions are available on the Board of UCD Volunteers Overseas for the year 2025:

- Up to **two Student Representatives** to the Board of UCDVO for a one-year term (elected by members of the Student Society);
- Up to **six UCD Staff/Graduate category** for a three-year term (including up to **two from the external category**);

Nominations may be sent to: the Manager, UCDVO: hilary.minch@ucd.ie

All completed nomination forms (attached), together with completed membership application form, must be received **no later than 5pm on Friday 24 January, 2025**. Nominations received after this time will not be valid.

3. Nominations & Voting

Students: A member wishing to be elected to a student position on the Board of UCDVO may only be nominated by another student member (as defined above). These up to **two** positions will be voted on by members of the Student Society of UCDVO only (including outgoing student representatives who may wish to run for another term).

Staff/graduate: A member wishing to be elected to a staff/graduate position on the Board of UCDVO may only be nominated by another staff/graduate member (as defined above). These positions will be voted on by UCDVO staff/graduate members only.



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Only persons registered as members on the official membership register of UCDVO for 2025 may nominate other members or accept a nomination.

Completed nomination forms must be received by the Manager, hilary.minch@ucd.ie no later than 5pm on Friday 24th January 2025. Nominations received after this time will not be valid. Nominations received from persons not on the official membership register of UCDVO will not be valid.

More Information

If anyone considering standing for election who would like more information about what is involved in being a board member, please contact the Chairperson, James O'Brien, jobrien@forum-ids.org or Hilary Minch, UCDVO Manager, hilary.minch@ucd.ie

The Charities Regulator has valuable information on the roles and responsibilities of being a charity trustee – [see more here](#). UCDVO also arranges training for new Trustees via Boardmatch on appointment.