



UCDVO Annual General Meeting Notice 2024

Thursday 21 December, 2023

Dear friends of UCDVO,

The Annual General Meeting of UCD Volunteers Overseas will take place on Tuesday 30th January, 2024, 1-2pm, Meeting Room 4, UCD Village, Belfield.

There will also be a zoom link provided for those who wish to join remotely. Overseas partners are especially welcome but in accordance with UCDVO's Constitution, cannot vote in elections.

All are welcome but please register for the AGM by completing the [UCDVO AGM/Membership Form](#) before 5pm on **Thursday 25 January, 2024**.

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.

Elections to the board

There will be an election of up to **three Student Representatives** to the Board of UCDVO for a one-year term and up to **five from the UCD Staff/Graduate category** for a three-year term.

We would like to encourage you to nominate and vote for the candidates you feel will best represent your views and opinions within UCDVO. In addition, we ask you to please give consideration to being a candidate for election to the Board of UCDVO if you feel you have the skills and time to commit.

In Annex 1, you will find details for the nomination and election of Board members. A standard nomination form has also been included as an attachment. Please read this information carefully if you are considering nominating or accepting a nomination for election to the Board of UCDVO.

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 Thursday 25 January, 2024**. Nominations received after this time will not be valid.

Finally, I would like to take this opportunity to thank you for your continued support of UCDVO throughout the years and I hope you will continue to be involved for many years to come.

James O'Brien

Chairperson, UCD Volunteers Overseas



Annex 1 - Election to the Board of Trustees 2024

In accordance with the [Constitution of the Charity](#), the following positions are available on the Board of UCD Volunteers Overseas for the year 2024:

- **Three positions for students of UCD** - Bye Law introduced in 2010 to ensure the Auditor of the UCDVO Student Society automatically becomes a Board member for that academic year. However, the UCDVO Student Society is on a hiatus following the society AGM in April 2023 where a new committee was not formed. Therefore there are up to three Student positions available on the Board.
- **The Student representatives serve a one-year term.** *To be eligible for nominations to the board, Article 5.31 states that “student candidates must be current registered students and must have served at least one summer abroad with UCDVO”. UCDVO takes this to include virtual volunteering.*
- **Minimum two and up to five positions for UCD Staff/Students/Graduates for three-year term.** Article 5.1: “The number of Board members shall be not less than 9 and no more than 16”.
- **The Board also has the option to co-opt up to one further external board members** - Article 5.1: “The board will have power to nominate and co-opt up to three Board members, including individuals who fall outside the UCD staff/graduate/student categorisation”. (There are already three external members co-opted to the board, one is stepping down at the AGM).

Membership of UCDVO

Student member: A student must be a current registered student of UCD.

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.

Complete the [Membership/AGM Registration Form here](#).



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 three positions will be voted on by members of the Student Society of UCDVO only.

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 staff/graduate members only.

Only persons registered as members on the official membership register of UCDVO for 2024 may nominate other members or accept a nomination (see note above on membership).

If you wish **to nominate or be a nominee**, please complete the [Membership/AGM registration form](#). **Completed nomination forms must be received by the Manager, hilary.minch@ucd.ie no later than 5pm on Friday 25th January 2024. 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 and AGM Registration

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.

Members not wishing to nominate others or to be nominees, but who do want to vote in the election, should register to attend the AGM by completing the [Membership/AGM Registration Form](#) before **5pm on Thursday 25 January, 2024**.



AGM Agenda
Tuesday 30 January 2024
1-2pm
Meeting Room 4, UCD Village
Belfield, UCD, Dublin 4

1. Chairperson's Address and welcome
2. Minutes of the AGM from November 2023
3. Secretary's Report
4. Treasurer's Report and 2023 Financial Statements
5. Manager's Report
6. Election of Returning Officer
7. Election of members to the Board of UCDVO
10. AOB