Appointment of Proxy (Proxy Notice)

Where a member of the organisation is not able to attend a meeting in person, they are entitled to appoint another person to act on their behalf (a proxy). A proxy is only valid if appointed by a notice in writing that is returned to the organisation by the start of the meeting at which the member wishes to be represented. If completed fully, this form is a valid proxy notice.

# To be completed by the person appointing a proxy

**Member’s Name** :

**Member’s Address**:

I have received notice of the 2025 Annual General Meeting of the organisation and anticipate being unable to attend.

I appoint [*insert name of proxy, or Anne Sharp if you wish the chair to act as your proxy*] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to act as my proxy to represent my views at that meeting and to vote on my behalf.

I have given the following **specific instructions** to my proxy (please write ‘none’ if no instructions have been given):

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name (print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**

Notes about proxy notices

A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so even though a valid proxy notice has been delivered to the charity by or on behalf of that person.

An appointment under a proxy notice may be revoked by delivering to the charity a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.

A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointer’s behalf.

# Appointing the Chairperson of the Board of Trustees

If you do not have a specific person in mind to appoint, it would be helpful if you could return this form appointing the Chairperson of the Board of Trustees as your proxy. This will enable us to more readily ensure the meeting is quorate in the event that insufficient members attend the actual meeting. To do this nominate ‘Anne Sharp’ as your proxy.