



Unit 2C Rowan Apartments
Seven Sisters Road
London N4 1FS

Freephone: 0800 169 8677
07715318125

22nd August 2024

Dear Residents' Association,

RE: Annual General Meeting and Elections

Please find enclosed the notice for the Annual General Meeting of WDCO to be held on 19th September 2024 at 7:15pm in the Redmond Community Centre.

Most elections for Partnership Working Groups and appointments to outside bodies will be made at the AGM and you can stand on the day. However, the constitution requires some information to be provided in advance of the AGM including nominations to the WDCO Executive Committee and this letter details this information below.

Elections for the WDCO Executive: Find attached a nomination paper, please note that the WDCO Constitution states that you must be a Board Member for at least a year to stand for the Executive. The Executive is elected annually. We need any nominations for the Executive to be sent to Roda Hassan by 5pm Wednesday 4th September 2024.

Co-Option of Board Members: There is the opportunity for up to 4 people to be co-opted to the Board. The constitution states that “the Chair shall also invite nominations for persons to be co-opted to the Board” that have “specific knowledge, expertise or perspective which the Board deems to be desirable for the forthcoming year”. If you know of someone who would be interested in joining the Board that meet these criteria, please let me know by 5pm on 4th September 2024. Interested people will be invited to meet with the Chair of the Board and an Executive member before the AGM, they will run through what is required to be a Board member and find out more about their experience and expertise. At the AGM the Board decides by secret ballot which persons will be co-opted.

I also attach the **statement of undertaking** to be signed by all Board Members, and the Board **confidentiality policy** which the statement refers to. I would be grateful if you

could either sign the statement electronically and send it back to me or bring a signed copy with you to the AGM.

I have also enclosed a contact details form; I would be grateful if you could complete this form. I appreciate that some of you completed this 3 years ago but it would be helpful to confirm the information again. Also, can you please indicate:

- a) which details you wish to share with other Board members and
- b) which details you wish to share with the other partners in the regeneration, Berkeley Homes, London Borough of Hackney and Notting Hill Genesis. They will only use the information for the purposes of informing Board members about different aspects of the regeneration, e.g. emailing or sending papers for meetings or contacting on regeneration matters

Finally, I attach a briefing note that outlines the work of WDCO and the various partnership working groups that they are involved with.

Please don't hesitate to contact me if you have any questions or queries. My email is roda.hassan@publicvoice.london and her mobile is 07715318125.

Yours faithfully,

Roda Hassan

Independent Tenant and Leaseholder Adviser

Woodberry Down Community Organisation

Notice of Annual General Meeting

Thursday 19th September 2024

7.15pm at the Redmond Centre

Kayani Avenue London N4

You are invited to the Annual General Meeting of the Woodberry Down Community Organisation. Please find attached a summary of the meetings that Board members can put themselves forward to join. You can nominate yourself or other members of the Board but you should ask the permission of the other member before nominating them. The elections take place at the AGM.

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Regards

Roda Hassan

THE WOODBERRY DOWN COMMUNITY ORGANISATION

STATEMENT OF UNDERTAKING BY

EVERY MEMBER OF THE BOARD

I, the undersigned, hereby agree to accept appointment to the Board of the Woodberry Down Community Organisation with effect from **19/09/2024**.

I am familiar with, and I hereby agree to abide by, the Constitution and Standing Orders of the Woodberry Down Community Organisation. In particular, I give the Organisation the following undertakings:

1. I will use my best endeavours at all times to act in the best interests of the Organisation regardless of any other consideration.
2. I undertake to attend the monthly meetings of the Board on a regular basis and to attend meetings of such other Committees, Sub-Committees or Working Parties to which I may be appointed from time-to-time.
3. In my role as a member, I will, as far as possible, take into account the views of the Woodberry Down community.
4. I will abide by the Organisation's Code of Confidentiality.
5. I have delivered a letter, to the Officer appointed in that regard, listing those interests specified in the Constitution as potential conflicts of interest together with any other information which might be deemed relevant.
6. I will not claim to represent the Organisation or act on its behalf in any contacts with persons or entities outside the Organisation unless I have been specifically authorised to do so.
7. I will treat equally all other persons regardless of gender, race, age, creed, nationality, sexual orientation or disability.
8. I will at all times behave in a courteous manner with all other Members of the Board, the Board's staff and professional advisers even if I am in profound disagreement with something that is being proposed and regardless of provocation.
9. In my role as a representative of the Board, I will extend common courtesy to employees or representatives of other organisations involved in the regeneration.

Signed.....

Full Name (block capitals).....

Date.....