

**ASSOCIATION OF LAW TEACHERS**  
**ANNUAL GENERAL MEETING 2020**

**The Annual General Meeting of the Association will take place virtually on Friday 13<sup>th</sup> November 2020 9 am via Zoom.**

I am delighted to invite you to the Annual General Meeting of the Association of Law Teachers. I believe that this is the first time in our history the Meeting will be held online.

We aim to involve our Members in ALT's activities as much as possible and the AGM gives you the opportunity to hear about developments at ALT and to put any questions you have to the Chair and Executive as well as to vote on key areas of ALT business. Ordinarily we would do this in person but obviously this year things will be a little different. We hope though that this will mean Members previously unable to attend, will be able to join us and ask any questions they may have.

The meeting will start at 9am and will last for around 45 minutes.

#### **HOW TO ATTEND ON THE DAY**

Details of how to join the meeting have been sent out to members via the e-mail distribution list – if you are a member and have not received instructions on how to join, please e-mail [assoclawteachersnews@gmail.com](mailto:assoclawteachersnews@gmail.com).

If you intend to attend, please let us know by emailing [Aislinn.OConnell@rhul.ac.uk](mailto:Aislinn.OConnell@rhul.ac.uk) and save this email. We will send you a reminder nearer the time. The link to the meeting will not work until the day of the AGM.

#### **AGM PAPERWORK**

The following supporting documents can be found at <http://lawteacher.ac.uk/about/alt-key-documents/>

AGM agenda and Minutes of the AGM 2019

Chair's Committee Report

Treasurer's Report and Accounts for 2019-20

Membership Secretary's Report

Election of officers to vacant roles

Election of members to vacancies on the Committee

Any other business

## **VOTING ON AGENDA ITEMS**

This will be done at the online event using the poll function within zoom. Results will be announced immediately and recorded in the Minutes.

## **ASKING A QUESTION**

If you'd like to ask a question of the Executive, you can do this in one of two ways:

1. Submit your question in advance by emailing [Aislinn.OConnell@rhul.ac.uk](mailto:Aislinn.OConnell@rhul.ac.uk)
2. Ask your question during the event itself using the chat function within zoom.

We record the meeting if everyone attending is agreeable to this taking place.

I hope you will be able to join us and look forward to meeting you virtually on the day.

Caroline Strevens, Chair