



PROXY NOTICE

Association for Heritage Interpretation (“the Charity”)

Name of member appointing proxy: _____

Address: _____

Before completing this notice, please read the explanatory notes overleaf.

I hereby appoint Jackie Lee - the Chair of the Charity, or:

_____ of _____] ¹

to vote on my behalf at the Annual General Meeting of the Charity to be held on Thursday, 10 October 2024 and at any adjournment of the meeting.

This notice is to be used in respect of the resolutions mentioned below as follows:

Resolution	For	Against	Abstain
2. THAT the minutes of the 2023 AGM be received.			
3. THAT the Trustees’ will arrange an online EGM to allow members to receive the report as soon as it becomes available.			
4. THAT the Trustees review AHI’s requirements for accountancy services and identify a suitable company and that the Committee be allowed to determine their remuneration.			

**mark the appropriate box with an ‘X’*

Unless otherwise instructed, the proxy may vote on the resolutions set out above as they think fit or abstain from voting. I direct that my proxy may vote (or abstain from voting) as they think fit on any other matter which may properly be put to the meeting.

Signed:

Date:

¹ Please delete or complete the proxy’s name and address as appropriate.

Notes to the Proxy Notice

1. **As a member of the Charity you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at a general meeting of the Charity. You can only appoint a proxy using the procedures set out in these notes.**
2. **Appointment of a proxy does not preclude you from attending the meeting and voting in person. If you have appointed a proxy and attend the meeting in person, your proxy appointment will automatically be terminated.**
3. **A proxy does not need to be a member of the Charity but must attend the meeting to represent you. To appoint as your proxy a person other than the Chair of the meeting, insert their full name where indicated. If you sign and return this proxy notice with no name inserted, the Chair of the Charity will be deemed to be your proxy. Where you appoint as your proxy someone other than the Chair, you are responsible for ensuring that they attend the meeting and are aware of your voting intentions. If you wish your proxy to make any comments on your behalf, you will need to appoint someone other than the Chair and give them the relevant instructions directly.**
4. **To direct your proxy how to vote on the resolutions, mark the appropriate box with an "X". If no voting indication is given, your proxy will vote or abstain from voting at his or her discretion. Your proxy may vote (or abstain from voting) as they think fit in relation to the limited range of additional resolutions which may be put before the meeting. These include for example:**
 - 4.1 resolutions to deal with procedural aspects of the meeting such as the calling of a poll or a decision to adjourn;
 - 4.2 resolutions proposing amendments to the resolutions listed in the notice of the meeting, but note, the circumstances in which amendments can be made are very limited.
5. **You can appoint a proxy by completing and signing this form and sending it to the Charity at admin@ahi.org.uk. Your email should contain your name and address for identification purposes. For an electronic proxy appointment to be valid, your appointment must be received by the Charity no later than 2pm on 9 October 2024.**
6. **Any power of attorney or any other authority under which this proxy notice is signed (or a duly certified copy of such power or authority) must be included with the proxy notice.**
7. **If you wish to change your instructions, you can submit another notice. The appointment received last before the latest time for the receipt of proxies will take precedence.**
8. **To revoke your proxy instructions, send notice to the address at 5 above clearly stating that the instructions are revoked and ensure that the notice is received by the Charity no later than 2pm on 9 October 2024.**
9. **Communications relating to proxies in respect of the meeting may only be sent to the e-mail at 5 above. No other forms of communication will be accepted by the Charity.**