

## MOSAIC JEWISH COMMUNITY LIMITED

### NOTICE OF 2023 ANNUAL GENERAL MEETING

Notice is hereby given to all *Members* of Mosaic Jewish Community ("MJC", or "the Company"), all *Congregants* of the *Constituent Synagogues* of MJC, and the *Constituent Synagogue Councils*, that the 2023 Annual General Meeting of the Company will take place:

- On Tuesday 23<sup>rd</sup> May 2023 at 8pm
- At 1a Halsbury Close, Stanmore, HA7 3DY and via Zoom

This Notice is issued in compliance with the requirements of the Articles of Association of the Company, which can be found on the Mosaic website, [www.choosemosaic.org](http://www.choosemosaic.org). Words in italics carry the same meaning as defined in that document.

Further details on the administration of the AGM, including how to register online, how to participate in and ask questions at the meeting, how to vote, and how to appoint a proxy vote, will be sent to all *Congregants* in due course. The *Board* will also advise how *Congregants* without access to the internet can contribute to the meeting.

#### Request for Nominations

The *Board* of MJC invites nominations of any *Congregant with Standing Rights* for the mandatory positions on the *Board* of MJC for which election is due to take place at this AGM. The mandatory positions are:

**Treasurer**  
**Chief Administration Officer**

The *Board* is also entitled under the constitution to appoint such other directors as it considers required to meet the needs of the community. The *Board* has decided that the following positions are required for the coming year:

Board position	Responsibilities
Vice Chair	To support the Chair and the Board in leading the community
Community Officer	To lead the development of our community, growing our membership and deepening the involvement of existing members
Communications Officer	To manage the community's internal and external communications activities
House Officer	To manage the usage of our building for the benefit of the Mosaic community and for other appropriate Jewish and local activities; including the maintenance, repair and redecoration of the building and its facilities

If you wish to nominate a *Congregant* for any of these positions, please write to the Company Secretary, Jeff Highfield at 1a Halsbury Close, Stanmore HA7 3DY. The nomination must be signed by the nominee and by at least 2 *Congregants* and be received by the Company Secretary by Tuesday 25<sup>th</sup> April 2023.

### **Request for Resolutions**

The Board of MJC invites *Congregants* to submit resolutions for decision at the Annual General Meeting on any relevant topic. If you wish a resolution to be proposed to the AGM, please put it in writing to the Company Secretary, Jeff Highfield at 1a Halsbury Close, Stanmore HA7 3DY. The resolution must be signed by at least 10 *Congregants* and be received by the Company Secretary by Tuesday 25<sup>th</sup> April 2023.

The Board of MJC also invites *Constituent Synagogue Councils* to submit resolutions for decision at the Annual General Meeting on any relevant topic. Council Chairs should put the resolution in writing to the Company Secretary, Jeff Highfield, 1a Halsbury Close, Stanmore HA7 3DY by Tuesday 25<sup>th</sup> April 2023, and include the date of the Council meeting at which it was decided to submit the resolution.

The Company Secretary will issue a further notice to all *Members*, *Congregants* and *Constituent Synagogue Councils* at least 14 days before the date of the AGM, that is, by Tuesday 2<sup>nd</sup> May 2023, containing:

- The formal agenda for the AGM
- The text of all resolutions to be proposed to the AGM
- The list of all nominations for election to the Board
- Confirmation of the administration arrangements for the online part of the meeting

### **By Order of the Board**

*Jeff Highfield*

**Jeff Highfield**  
**Company Secretary**  
**30<sup>th</sup> March 2023**