Dear SAI Members,

The Student Affairs Ireland (SAI) 2024 Annual General Meeting (AGM) shall be convened on Thursday 5th September from 11.00 to 12.00 on Zoom

In accordance with the SAI Constitution, motions proposed and seconded by members must be submitted to the current Membership Secretary, John Hannon (email john.hannon@universityofgalway.ie), at least 14 days prior to the AGM.

The function of the SAI **Board**is to identify and lead the strategic priorities, direction and governance of SAI. Board members are expected to attend a minimum of two Board meetings per year. The Membership Secretary will seek nominations to the Board of SAI from organisations agreed in the Constitution and members who are fully paid-up members of SAI can stand for election to the Board.

The function of the **Executive** is to devise strategies and policies to ensure that SAI meets its objectives. The Executive also facilitates the Board to plan, direct and co-ordinate its operational activities. In relation to the six Executive Officer positions (i.e., Chair, Vice-Chair, Membership Secretary, Treasurer, External Liaison Officer and Communications Officer) please note the following:

* John Hannon is stepping down as **Membership Secretary** and IS putting his name forward for re-election as Membership Secretary. [The Membership Secretary’s role is to: take the lead on promoting new membership, oversee SAI’s subscription renewal and suspension processes and ensure the membership database is up to date; in liaison with the Treasurer, ensure membership fees are paid and relevant records kept, provide the SAI Executive and Board with information on members, be responsible for conducting elections at AGMs and EGMs and ensure the Board operates at all times and in all respects within the rules and structures of the SAI constitution].
* Shane Mooney, who is current interim **Communications Officer**, as appointed by the Board, IS putting his name forward for re-election as Communications Officer.  [The Communications Officers role is to, under the direction of the Board, be responsible for issuing press statements on behalf of SAI and publicising SAI’s work through the media and through internal and external publications; be responsible for sharing SAI news and events with members; be responsible for identifying and raising awareness of significant and pertinent issues and events in the media to the Board; be responsible for all SAI’s online content, ensuring that website and social media pages are used consistently and kept up to date. Communicating SAI news and events will be a key part of this role].

Members of the Board and Executive shall be elected at the AGM. Each individual is elected to the Executive for a three-year term. If you wish to nominate a (current) member of the Board for election to any of the two listed Executive Officer Posts, please clarify with the potential nominee that they are willing to have their name go forward for election to the post (s). Once clarified, please email the nomination, identifying the post and nominee to [Mary.Neiland@tus.ie](mailto:Mary.Neiland@tus.ie) by 17:00 on Friday 9th August 2024.

Yours faithfully,

John Hannon

SAI Membership Secretary