

TRUST CALENDAR

Appointment of Directors:

- Mid May: Obtain from Directors, names of two directors who are retiring.
- Beginning of June: Advertise for applicants
- Trust June Meeting: Organize preliminary selection.
- Late June: Forward relevant C.V.'s to Consultant
- Early July: Organize interviews if thought appropriate.
- Mid July: Advise applicants of selections.

Annual Reports:

- Early August: Prepare annual reports and arrange audit.

Annual Meeting:

- Mid July: Liaise with directors and fix and advertise date of meetings.
- End of August: Advertise that Trust reports are available from the Company office.

Arrange Election of Trustees: (Each second year)

- Early November. Appoint a Returning Officer for election
- Early December: Arrange for company to prepare roll of electors
- Mid January: Seek confirmation of retiring trustees wish to be again available.
- Advertise for candidates.
- Early February: Appoint Returning Officer.

1st March: Returning Officer distributes ballot papers and election material.

Mid March: Obtain official count from Returning Officer and advertise result.

1st April: Outgoing Trustees retire.

Incoming Trustees take office.