



CHARTERED
INSTITUTE
OF EXPORT &
INTERNATIONAL
TRADE

The Chartered Institute of Export & International Trade

(Royal Charter body no. RC000937, charity no. 1206688)

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the 1st Annual General Meeting of the Chartered Institute of Export & International Trade (the '**Chartered Institute**') will be held at Leonardo Royal Hotel London City and online via GoToWebinar, on 3rd December 2024, at 08:00 a.m. for the following purposes:

AGENDA

1. Meeting opened by Lord Stephen Green of Hurstpierpoint, Hon President
2. To note the minutes of the 88th AGM of the predecessor charity, the Institute of Export and International Trade (company no. 00307186, charity no. 266395) ('**IOE&IT**')
3. To note the Trustees' Report and the Accounts of IOE&IT for the year ended 31st December 2023, together with the report of the Auditors thereon
4. To receive an Overview of the Year from Terry Scuoler CBE MCIEx, Chair, and Jakes Venkateraman MCIEx, Hon Treasurer
5. To receive an update ('Look ahead to 2025') from Marco Forgione MCIEx, Director General
6. To consider, and if thought fit, pass the following resolutions:

6.1 Ratification of appointment of President

THAT the appointment of the following person to the position indicated, subject to them so consenting, be ratified.

POSITION	NAME
Honorary President of the Chartered Institute	Lord Green of Hurstpierpoint



6.2 Election of Trustees

THAT **Jale Cairney** and **Scott Parker** be elected Trustees of the Chartered Institute with effect from the conclusion of the AGM.

Background: Under the terms of the Royal Charter of the Chartered Institute, the Board of Trustees should consist of up to **12** Trustees, with an additional five places reserved to allow for the Board to co-opt Trustees. The current Board contains **11** elected Trustees. The current composition of the Board is set out below:

BOARD MEMBER	PN	OFFICE	EXPIRY (AGM)
<i>Terry SCUOLER CBE</i>	MCIEx	Chairman	2027
<i>Marcel LANDAU</i>	FCIEx (G)	Vice Chairman	2027
<i>Jayakumar VENKATARAMAN</i>	MCIEx	Hon Treasurer	2027
<i>Dominic BROOM</i>	MCIEx		2025
<i>Nicholas CLARK</i>	FCIEx (G)		2025
<i>Mark LINCOLN</i>	MCIEx		2024
<i>Steve MCQUILLAN</i>	MCIEx		2025
<i>Caroline GUMBLE</i>	MCIEx		2025
<i>Prof Sangeeta KHORANA</i>	MCIEx		2025
<i>John ALTY CB</i>	MCIEx		2025
<i>Philly TEIXEIRA</i>	MCIEx		2027

Mark Lincoln MCIEx has concluded the allowed term as Trustee. The Board would like to express their sincerest gratitude to Mark for his tremendous support over the past six years.

As provided in the Royal Charter, the Board has co-opted two new Trustees, Jale Cairney and Scott Parker and they are now seeking to be elected by the members as Trustees at this AGM. If elected, in accordance with the Royal Charter, their term of office would expire at the conclusion of the 3rd AGM after their election unless they have been re-elected.

6.3 Membership Fees

THAT the membership subscriptions for 2025, as determined by the Board, shall remain at their 2024 levels as set out below:

Level	Post Nominal	Subscription	Voting right	Criteria
Affiliate Member		£75.00		
Student Member		£118.00		
Associate Member	AMCIEx AMCIEx	£118.00		3 years experience



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Full Member by Experience	MCIEx	£130.00	✓	5 years experience
Full Member by Graduation	MCIEx (Grad.)	£130.00	✓	Level 5 Graduate
Fellow (Member by Experience)	FCIEx	£150.00	✓	5 years experience
Fellow (Member by Graduation)	FCIEx (Grad.)	£150.00	✓	Level 5 Graduate
Companion surcharge for voting right	CIEEx	£ 25.00	✓	
Retired Member		£36.00		
CPD Surcharge (ECP et al.)		£38.00		
Small Business Membership		£375.00		<15 employees
Medium Business membership		£750.00		16-50 employees
Corporate membership		£1950.00		>51 employees

Background: Over the past 4 years the IOE&IT Board took significant steps to support members both in freezing membership fees, investing in new services and providing a four-month period of free membership.

The Board of the Chartered Institute will continue to invest in membership and for the coming year is proposing in 2025 to hold membership subscriptions at the same level as 2021, 2022, 2023 and 2024.

7. To note the appointment of MacIntyre Hudson LLP as Auditors of the Chartered Institute to hold office until the conclusion of the next annual general meeting
8. To note the appointment of Charles Russell Speechlys LLP as Lawyers of the Chartered Institute
9. Any other business

By order of the Board

Terry Scudler CBE

For and on behalf of:

The Chartered Institute of Export & International Trade

Trade House
Minerva Business Park



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Lynch Wood
Peterborough
Cambridgeshire PE2 6FT

Date: [5 November 2024]

Notes:

Members of the Chartered Institute may appoint a proxy to exercise all or any of their rights to attend, speak and vote at the Meeting. Any member wishing to appoint a proxy should contact Charlie Laycock, charlotte.laycock@export.org.uk, to make the necessary arrangements.

Voting may be in electronic format and will be treated as a full vote; only one voting slip can be completed by each member.

There will be an opportunity after the closure of the formal meeting to consider any other appropriate business.

All requests for a proxy and in order that full responses can be given at the AGM, all questions, particularly those pertaining to the accounts, where the board may require clarification from our auditors, should be submitted in writing by 19 November 2024.

If you are unable to attend in person, a GoToWebinar link for the online AGM will be sent to your member email address 7 days prior to the event, with a reminder email 24 hours before the AGM begins.