



Saju Varghese, ACS ALB
Administration Manager
District 105
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Dear District 105 Executive Committee Members,

Sub : Notice for District 105 Second Executive Committee Meeting on 19th January 2018, issued on 3rd December 2017.

Through this notification, you are invited to attend the District 105 Second Executive Committee Meeting for the period 2017-18 on Friday, 19th January 2018 from 08:30 to 18:30 Hrs. at Emirates Auditorium, Emirates Airlines Headquarters, Dubai, United Arab Emirates.

Members of District 105 Executive Committee:-

District Director, Program Quality Director, Club Growth Director, Public Relations Manager, Administration Manager, District Finance Manager, Division Directors, Area Directors.

Special Invitees:-

Apart from the District Executive Committee Members, only individuals who are invited by the District Director and have specific business before the committee may attend the District Executive Committee meeting. Past Leaders Committee Members, Logistic Manager, Web and Social Media Manager, Arabic Club Ambassador, District Representatives (Oman, Jordan / Lebanon) are included among special invitees.

Quorum:-

Quorum to conduct business at the District Executive Committee meeting is established when a majority of the District Executive Committee members attend the meeting. No proxy is allowed.

Meeting Agenda:

Agenda will be distributed later. The Executive Committee meeting, in addition to the business meeting, will mainly focus on value added education sessions, interactive workshops and panel discussions lead by respected leaders.

Registration:-

All members are encouraged to pre-register for the event by an email confirmation to Administration Manager. Registration opens at 8:30 am on the meeting day.

Travel Reimbursement:

Area and Division Directors traveling from Oman, Jordan and Lebanon will be eligible for travel re-imbusement as per limit set by District Finance Policy, upon producing the actual expense vouchers and receipts. Special invitees shall not be eligible for travel re-imbusement.

Motions:

Motions for presentation to the Executive Committee Meeting must be submitted by e-mail to Administration Manager latest by 10th January 2018.

We look forward to your attendance at this District 105 Second Executive Committee Meeting for the year 2017-18. A second notice with more details will be forwarded in due course.

Saju Varghese, ACS, ALB
Administration Manager,
District 105
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