



September 14, 2016

Dear Members

**NOTICE OF NETWORK OF NGOS**  
**12<sup>TH</sup> BIENNIAL CONFERENCE BUSINESS MEETING**  
**THEME: Every Woman, Every Child: The Social Determinants of their Health**

You are invited to attend and participate in the twelfth Biennial Conference & Business Meeting of the Network of NGOs for the Advancement of Women carded to take place on **Friday 21st - Saturday 22nd, October 2016** at the **Chinese Restaurant, National Academy of the Performing Arts (NAPA)**, **venue to be confirmed.**

The purpose of the meeting is as follows:

- 1. Organize a One Day Conference around the Theme**
  - 2. A Business Meeting:**
    - To receive and adopt Coordinator's Report for the period 2014-2016**
    - To present and adopt the Audited Financial Statements 2014 and 2015**
    - To elect new Directors for the period 2016-2018**
- There will also be a focus on the CEDAW reporting process and observations**

In preparation for the Biennial Conference Business Meeting members are invited to submit nominations to the Board of Directors for the **period 2016-2018** for the following positions:

- 1. Director of Administration**
- 2. Director of Advocacy and Lobbying**
- 3. Director of Finance, Property Management and Events**
- 4. Director of Human Resource Development**
- 5. Director of International Relations**
- 6. Director of Public Relations**
- 7. Director of Research and Information Technology**
- 8. Director of Mobilization**

Please return the attached Nomination Form by **05<sup>th</sup> October, 2016**. Please clearly indicate on the form your nominee (s), voting delegate (one delegate per organization) and persons who will attend as observers. A representative entitled to attend and vote at the meeting is entitled to appoint a proxy to vote and attend in her/his place. **We also invite you to ensure that your membership fees are paid up to 2016.**

The Network of NGOs takes this opportunity to express our sincerest and heartfelt appreciation to the 2014-2016 board for their outstanding service even as we look forward to welcoming the elected officers for the period 2016-2018. We look forward to your organization's continued support and participation as we continue to work together to improve the lives of women, girls and communities in Trinidad and Tobago.

Regards

Hazel Brown  
Coordinator