

Dear xxx

The Board of Governors has unanimously approved the proposal from the Nominations Committee that you be invited to join the Board as a member with effect from xxxxx. In doing so, the Board was certain that it would gain much from your knowledge, experience and commitment. Governors are appointed initially for a three year term of office and may serve for a maximum of three terms, ie nine years.

There are four full meetings of the Board each year and dates for next session are enclosed.

The Conservatoire is a company limited by guarantee and Governors are the Directors of the company. Please therefore complete the enclosed Form 288a, which I shall send off to the Registrar of Companies. I also enclose an Information Sheet and should be obliged if you would complete and return this to me for the Conservatoire's records.

I am pleased to provide you with the Conservatoire's induction pack for new Governors. This will provide further background on your role as a Governor. An induction programme will be arranged for you to suit your diary commitments. If you require any further information in the meantime, please do not hesitate to contact me.

With best wishes

Yours sincerely

Ewan Hainey
Secretary

Enclosures:

Induction pack
Form 288a
Information Sheet