



The European Academy  
of Optometry and Optics

20 March 2009

Dear Colleague

### **Election of Inaugural Trustees of the European Academy of Optometry and Optics**

In accordance with the EAOO's Standing Orders (which are attached) nominations are invited for the election of the Inaugural Trustees of the European Academy of Optometry and Optics.

A nomination form is attached together with the procedures for selection, outlining the requirements for the different categories of Trustees. All nominees must be members of the European Academy by 15 May – if membership is not applied for and paid for by 15 May, the nomination will be invalid. Please note that both nominees and their nominators must sign the Nomination Form.

To avoid all Trustees retiring at the same time, there are varying terms of office for the Inaugural Trustees: please see the attachment to the Procedures document for details of terms of office for each category. The candidate with the most votes will be appointed to the longer term position. If an equal number of votes are cast for any position, the President will draw lots.

All Nominees are required to submit a brief curriculum vitae, a current photograph and an election statement of not more than 500 words explaining how they would fulfill the role of Trustee of the Academy, for which a Job Description is attached.

All applications should be sent to:

The Academy Manager  
The European Academy of Optometry and Optics  
42 Craven Street, London WC2N 5NG  
United Kingdom

All nominations must be received by **17 April 2009**, 4 weeks prior to the EAOO Spring General Assembly. Ballot papers will then be sent to all EAOO members on 21 April 2009.

If there is anything at all that you do not understand about the procedure for election, or if you need help with making a nomination, please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Bryony Pawinska', written in a cursive style.

Bryony Pawinska  
**Company Secretary**

#### **Enclosures:**

1. Nomination Form
2. Job Description for Academy Trustees + Terms of Office
3. Procedures for selection of Inaugural Trustees
4. Standing Orders for Selection of Inaugural Trustees
5. Memorandum of Association and Articles of Association of the Academy (the Constitution of the Academy, written to comply with English company and charitable law)