

MATATO

AGM 2018

INFORMATION AND APPLICATION FORMS

MATATO

MALDIVES ASSOCIATION OF TRAVEL AGENTS AND TOUR OPERATORS

MATATO AGEM & GENERAL ELECTION 2018 - GENERAL INFORMATION

Annual General Meeting of Maldives Association of Travel Agents and Tour Operators, MATATO, will be held in November 2018, where a new executive board will be elected as stated by article no. 21 of MATATO constitution, for a term of two years. (2018-2020).

All MATATO members are invited to the AGM. Members will have to pre-register to attend the AGM, and only general members will be eligible to vote and to contest in the election for executive board members.

As custom procedure, the secretariat of MATATO will manage the registration and administrative arrangements for the AGM. Voting process and the results will be managed by an election committee selected among the attending members of AGM.

Deadline for registration, and application for election is 31st October 2018. Date for the AGM will be announced in the first week of November 2018.

Read the following instructions, to register and nominate candidates for executive board.

Important Note:

Before you submit the applications, make sure that the membership fee for your company is settled for the year 2018.

Deadline for registration, and nominations application is 1600 hrs, 31st October 2018. Nominations received after the deadline will be rejected.

All the nominations should be mailed to info@matato.org.

Scanned copies of the nomination form, and other attachments should be delivered to MATATO office, labelled as AGM 2018..

For inquiries please contact MATATO secretariat: Ibrahim Munaz, sg@matato.org
Tel: +960 3344929

REGISTRATION - ANNUAL GENERAL MEETING 2018

In order to participate in the AGM every member company should register for the AGM. To register send the applications as instructed below.

Only MATATO members can apply to register to attend the AGM.

One representative per company will be allowed to take part in AGM.

Members can assign the representatives for AGM through proxy appointment.

Registration applications, will only be accepted, from the companies who have settled the annual membership fee for the year 2018.

If you are not a member of MATATO yet or you have not paid annual dues for the year 2018 you can pay the dues before 10th October 2018.

List of existing paying MATATO members are published on MATATO website.

To register for AGM, complete the registration form (attached form A) and submit before 31st October 2018.

One of the directors/share holders of the member companies are expected to represent the company at the General meeting. Whereas a general staff member is appointed to represent the company at the AGM, the representative should be authorized as the company representative. (fill in the details on the Registration form)

REGISTRATION - EXECUTIVE BOARD ELECTION

Every two years executive members are elected for the 9 positions of MATATO Executive Board. Members for the executive board are elected among the representatives nominated from the member companies.

Votes will be collected in ballots during the AGM. And the election committee will announce the results before the end of the AGM.

Following posts of the MATATO executive board will be elected at the AGM.

President	01
Vice President	02
Treasurer	01
Executive Board members	05

Nominations for the election will come through member companies.

Nominated candidates should represent a member company of MATATO and annual membership fee for the year 2018 should be settled.

Each member company can nominate a candidate for one executive board post. Candidates cannot contest for more than one executive board post.

If a general staff member of a company is contesting in the election, that candidacy must be endorsed by the member company with a letter of no objection. (Nomination applications from shareholders/board directors of member companies do not require objection letter)

To nominate for elected posts of the executive board fill in the APPLICATION FOR EXECUTIVE BOARD MEMBER and submit to MATATO before 31st October 2018. STATEMENT OF INTEREST AND COMMITMENT signed by the candidates will also have to be submitted before application deadline.

Once the application forms are received MATATO secretariat will verify the applications and notify the candidates who meet the criteria.



APPLICATION FOR EXECUTIVE BOARD MEMBERS

If you are interested in serving on the Executive Board of (MATATO), please fill out this form and submit it together with a passport size photo and a copy of national ID card.

Name of the Candidate: _____

Name of the Company: _____

Designation: _____

Business Address: _____

Business Tel: _____ Mobile: _____

Email: _____ ID number: _____

Contesting Position of the Executive Board

- President 01
- Vice President 02
- Treasurer 01
- Executive Board members 05

Are you now serving as a Board member or lead role of any of the tourism related NGOs? YES NO

If Yes, Please specify the Organisation and Designation: _____

Are you now serving as an Executive Board member of MATATO? YES NO

If Yes, Please specify Designation: _____

Will you be able to donate to MATATO in addition to your annual fee? YES NO

If Yes, State an approximate amount: _____

I hereby confirm that the above information is true, and agree to the terms and regulations to participate in the election of MATATO as candidate.

Signature of the candidate _____ Stamp of the representing company _____ Date _____

STATEMENT OF INTEREST AND COMMITMENT

I _____ would agree to serve as a Executive Board member of the Maldives Association of Travel Agents and Tour Operators. I understand that board seats run for 2 year terms.

If I were elected as a member of the executive Board, I agree to:

- Abide by the memorandum, articles of association and Governance Policies of the MATATO; and work towards achieving the goals of the association and corporate requirements.
- Devote the time necessary to fulfill my duties as an active member of the Executive Board; attend all meetings of the Board and any applicable committee meetings; and actively participate in events and programs of MATATO.
- Readily disclose any potential conflicts of interest, making it a matter of record through an annual procedure or when the interest becomes a matter of Board action; abstain from voting or using my personal influence on any matter representing a potential conflict of interest, ensuring that the meeting minutes reflect this.
- Make an appropriate commitment of support to MATATO encourage others to participate in the activities and events of the MATATO.

I understand that if at any time I am unable to fulfill the commitments of a member of the Executive Board of Maldives Association of Travel Agents and Tour Operators (MATATO), I should give appropriate notice of resignation to MATATO as per the governing policies.

Signature of the candidate

Stamp of the representing company

Date

Name of the Representing Company: _____

Every candidate must submit the statement of interest and Commitment, along with the Application for Executive Board election.

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