

Newsletter
ORDINARY ASSEMBLY
OF THE FAO STAFF COOP

In accordance with its Statutes, the Board of Directors convenes an Ordinary Assembly on Tuesday 29 March 2022 at 23:30 hrs (first call) and on **Wednesday 30 March at 17:00 hrs** (second call) **on FAO Staff Coop Zoom platform**

(please email fao-staff-coop@fao.org to receive link and passcode),

to discuss the following Agenda:

- 1) Adoption of the Agenda
- 2) Report of the Board of Directors on 2021 activities
- 3) Report from the Chartered Accountants
- 4) Approval of 2021 Financial Statements
- 5) Annual Membership Fees 2023
- 6) Approval of 2022 Programme of Work and Budget
- 7) Election of the Board Members
- 8) Approval of the exclusion of Coop Members
- 9) Any other business

Summary of Duties and Responsibilities of members of the Board of Directors:

- Management and administration of the FAO Staff Coop, as established by Italian legislation and the Coop Statutes;
- Supervision of daily operations;
- Formulation of Programme of Work and Budget;
- Supervision of Social, Cultural and Sports activities;
- Inter-Agency Games;
- FAO CASA Gazette, Coop Newsletter and Coop Website;
- Relationship with FAO Administration.

General Rules covering corporate responsibilities are outlined in 5th Book, 11th Para., from Art. 2621 of the Italian Civil Code. Copy of the Italian Civil Code and other relevant legal documents are available to members in the Coop Office (E-016). Please note that no official time is allowed by Administration to carry out Coop duties.

In line with the Italian Civil Code (art. 2432), copy of the 2021 Financial Statements, the 2022 Budget, have been deposited in the Legal Headquarters (E-016), at the disposal of Full Coop members. They will also be shown on the screen during the meeting.