

November 2025

Dear UKALTA members and colleagues

Notice of UKALTA Annual General Meeting on Saturday 22 November 2025

This year, the UKALTA AGM will take place in-person as usual during Language Testing Forum (LTF) on Saturday 22 November 2025, 4.30-5.45pm. This is an important meeting for our professional association where we report on our recent activities and future plans, so please join us if you can. The AGM is open to all (though only UKALTA members may vote). The agenda is shown below and is also available at:

https://drive.google.com/file/d/1TTjBcfXm9eBxgJ_7QTK_RUGnZWpUpmOa/view?usp=drive_link

Meeting Agenda:

1. Welcome and apologies
2. Approval of AGM 2024 minutes (see below)
3. President's report
4. Website and Communication Officer's report
5. Membership and Nominations Chair's report
6. Treasurer's report
7. PGR Network Coordinators' report
8. Awards & Sponsorship programme report (with proposal for new award)
9. Language Testing Forum 2026
10. Any other business (AOB)

The draft minutes from the 2024 AGM can be accessed here:

https://drive.google.com/file/d/1JFNk7I2BRFDKJetslW_u0uUF9ONd65EK/view?usp=sharing

Please review the draft minutes BEFORE the meeting. They can also be accessed from the AGM page of the UKALTA website.

If you wish to raise any items under Point 10 above, please send them to info@ukalta.org by Friday 21 November.

Elections for UKALTA Executive Committee posts needed from 2026

These will take place online in December after the AGM. Nominations are invited for the following positions:

- President (3 yrs)
- Events & Liaison Officer (3 yrs)
- Ordinary Member (3 yrs)
- Membership & Nominations Chair (3yrs)
- 2 members of the Membership and Nominations Committee (1 yr).

Role and responsibilities for all these positions are detailed in the UKALTA Constitution, available from the following page: [General: About – UKALTA](#) . Please think about who to nominate, or consider standing yourself.

Nomination suggestions must be forwarded to info@ukalta.org by **Monday 24th November 2025**. Details of all nominees will be posted on the UKALTA website and UKALTA members will be notified of the online voting process. Where there is only one nominee for a given position, the election will be uncontested and no ballot will be required - as per normal electoral practice.

Kind regards

Lynda