

# **Australian Institute of International Affairs Victoria**

## **ACN 004 560 829**

### **Notice of annual general meeting**

Notice is hereby given that the annual general meeting of the members of Australian Institute of International Affairs Victoria (the **Institute**) will be held at 124 Jolimont Road, East Melbourne Vic 3002 on Thursday 27 November 2014 at 5.00pm

### **Agenda**

#### **Ordinary business**

1. To approve the Minutes of the Annual General Meeting held on Wednesday 13 November 2013
2. Business arising from the Minutes
3. To receive and consider the Annual Report of the Council
4. To receive and consider the Annual Balance Sheet, the Accounts of the Treasurer and the Auditors Report for the financial year ended 30<sup>th</sup> June 2014.
5. To confirm auditors for 2015.
6. To elect Ordinary Members of the Council.
7. To elect the Officers of the Council for the year 2014 - 2015.
8. To deal with any other matter which is brought before the meeting by any member present and which the meeting by a four-fifths majority decides to deal with.

By order of the Council

Peta McDermott

Executive Officer

Australian Institute of International Affairs

6/11/2014

# PROXY FORM

I \_\_\_\_\_

of \_\_\_\_\_

Being a financial member of Australian Institute of International Affairs Victoria and

Entitled to vote, hereby appoint;

\_\_\_\_\_

of \_\_\_\_\_

To act and vote for me on my behalf in such manner as they see fit at the Annual General Meeting of the Institute to be held on

**Thursday 27 November 2014 and at any adjournment thereof.**

As witness by hand this \_\_\_\_\_ Day of \_\_\_\_\_ 2014

Signature: \_\_\_\_\_

NB: This proxy form should be lodged with the Company Secretary no later than 3pm on Wednesday 26 November 2014. The holder of this proxy does not need to be a Member of the Institute.

## COUNCIL NOMINATION FORM – 2014/2015

We, \_\_\_\_\_ and \_\_\_\_\_,

both being financial members of the Australian Institute of International Affairs Victoria, nominate;

for the position of:

*(President, Vice-President, Treasurer or Council Member)*

Signed: Proposer: \_\_\_\_\_

Secunder: \_\_\_\_\_

Nominee: \_\_\_\_\_

This completed Nomination Form **MUST** be received by Tuesday 25 November. Please include a brief CV which will be made available at the AGM. All documents to be forwarded to:

Peta McDermott  
Executive Officer

Australian Institute of International Affairs Victoria

124 Jolimont Road

East Melbourne Vic 3002