

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 22nd November 2012 at 5.00pm

Agenda

Ordinary business

1. To approve the Minutes of the Annual General Meeting held on Thursday 17th November 2011
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 30th June 2012.
5. To elect Ordinary Members of the Council to replace those existing members coming to the end of their term.
6. To elect the Officers of the Council for the year 2012 - 2013.
7. To appoint auditors and fix their fees.
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

31/10/2012

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 22nd November 2012 and at any adjournment thereof.

As witness by hand this _____ Day of _____ 2012

Signature: _____

NB: This proxy form should be lodged with the Company Secretary no later than 3pm on Wednesday 21st November 2012. The holder of this proxy does not need to be a Member of the Institute.

COUNCIL NOMINATION FORM – 2012/2013

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 before the day of the Annual General Meeting, and should be forwarded to:

Peta McDermott
Executive Officer

Australian Institute of International Affairs Victoria

124 Jolimont Road

East Melbourne Vic 3002