

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 Tuesday 29 November 2016 at 5.00pm

Agenda

Ordinary business

1. To approve the Minutes of the General Meeting held on Thursday 26 May, 2016
 - a. The Minutes of the Annual General Meeting held on Wednesday 25 November, 2015 were approved by members in attendance at the General Meeting held on Thursday 26 May, 2016
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 2016.
5. To confirm auditors for 2017
6. To elect Ordinary Members of the Council
7. To elect the Officers of the Council for the year 2016 - 2017
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

8 November 2016

PROXY FORM

I _____

of _____

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

Entitle 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

Tuesday 29 November 2016 and at any adjournment thereof.

As witness by hand this _____ Day of _____ 2016

Signature: _____

NB: This proxy form should be lodged with the Company Secretary no later than 3pm on Monday 28 November 2016. The holder of this proxy does not need to be a Member of the Institute.

COUNCIL NOMINATION FORM – 2016/2017

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 3pm, Monday 28 November 2016. 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

Email: admin.vic@internationalaffairs.org.au