



AUSTRALIA JAPAN SOCIETY OF NSW INC.

November 2019

Dear Members

NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of Members of the Australia Japan Society of NSW Incorporated will be held on **Monday 25 November 2019** at 6.00pm at the offices of HWL Ebsworth, Level 14, Australia Square, 264 George Street Sydney 2000. Light refreshments will be provided.

Enclosed with this Notice are the Agenda, Minutes from the AGM held on 21 November 2018, Annual Financial Statements, Proxy Notification and the Office Bearer/Board Member Nomination Form. At the AGM, the President's Report for the year ended 30 June 2019 will be distributed.

Please note that to attend the AGM or to stand for a board position you must be a current financial member of the Society.

If you cannot attend, please fill out and sign your proxy form and send it to the Secretary.

Nomination forms for Office Bearers and Board Members must be received by the Secretary by COB Monday 18 November 2019.

Yours sincerely

Philip Mitchell
President





AUSTRALIA JAPAN SOCIETY OF NSW INC.

Annual General Meeting of Members of the Australia Japan Society of NSW Incorporated

Monday 25 November 2019 at 6.00pm

At the offices of HWL Ebsworth, Level 14, Australia Square, 264 George Street Sydney NSW 2000

AGENDA

1. Welcome
2. Apologies
3. Adoption of Minutes of the Annual General Meeting held on 21 November 2018
4. Business arising from the Minutes
5. President's Report
6. Treasurer's Report and Adoption of Financial Statements
7. Election of Office Bearers and Board Members for the coming year
8. To discuss any other business raised by members in attendance





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OFFICE BEARER/BOARD MEMBER NOMINATION FORM

(a) Nomination

I hereby nominate as

*President/ Vice President/ Secretary-Public Officer/ Treasurer/Board Member of the Australia Japan Society of NSW Incorporated for 2019/2020.

.....Date:.....

Name and signature of proposer

(b) Secunder

I hereby second the above nomination

.....Date:.....

Name and signature of seconder

*Strike out whichever position which is not applicable. Unsuccessful candidates for President, Vice President, Secretary-Public Officer, or Treasurer will automatically be entered in the ballot for Board Members subject to the maximum number permitted under the Rules. A Member may propose one person as a candidate but may second more than one nomination.

(c) Acceptance

I hereby accept the above nomination

.....Date:.....

Name and signature of nominee

Nomination forms should be returned by 5.00pm on Monday 18 November 2019 by one of the following means:

Email to info@ajsnsw.org.au OR mail to PO Box R937 Royal Exchange Sydney 1225





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Monday 25 November 2019

PROXY FORM

I,of.....,

being a member of the Australia Japan Society of NSW Incorporated hereby appoint

(a) * the chairman of the meeting, or

(b) * as my proxy to attend and vote for me on my behalf at the Annual General Meeting of the Society to be held on 25 November 2019 and at any adjournment thereof.

Signed thisday of..... 2019

.....

Name

* Delete whichever does not apply.

Proxy forms should be returned by 5.00pm on Monday 18 November 2019 by one of the following means:

Email to info@ajsnsw.org.au

Mail to PO Box R937 Royal Exchange Sydney 1225

