



November 2021

Dear Members

NOTICE OF ANNUAL GENERAL MEETING

Wednesday 24 November 2021 at 6.00pm

Online by Zoom videoconference

The Annual General Meeting of Members of the Australia Japan Society of NSW Incorporated will be held on **Wednesday 24 November 2021** at 6.00pm via Zoom.

Enclosed with this Notice are the Agenda, Minutes from the AGM held on 23 November 2020, Annual Financial Statements, Proxy Notification and the Office Bearer/Board Member Nomination Form.

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 **wish to attend** please complete the Section A of the Attendance/Proxy Form, clearly show the email address for the Zoom link to be sent, then sign the form at Section C and return the form to the Society via the means indicated.

If you **cannot attend** and wish to nominate a proxy to vote on your behalf, please complete the Proxy section of the Attendance/Proxy Form, then sign the form at Section C and return the form to the Society via the means indicated.

The Attendance or Proxy notification and the nomination forms for Office Bearers and Board Members must be received by the Secretary by close of business Tuesday 16 November 2021.

Yours sincerely

Philip Mitchell
President



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AGENDA

1. Welcome
2. Apologies
3. Adoption of Minutes of the Annual General Meeting held on 23 November 2020
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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ATTENDANCE/PROXY FORM

Section A: Attendance

I,of.....,

being a member of the Australia Japan Society of NSW, will attend the AGM via Zoom. Please send the Zoom link to the following email _____

Please sign the form at Section C and send to the Society.

Section B: Appointment of a Proxy

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 24 November 2021 and at any adjournment thereof.

* Delete whichever does not apply.

Please sign the form at Section C and send to the Society.

Section C: Signature

Signed thisday of..... 2021

.....

Proxy forms should be returned by 5.00pm on Tuesday 16 November 2021 by one of the following means:

Email to info@ajsnsw.org.au

Mail to PO Box R937 Royal Exchange Sydney 1225



AUSTRALIA JAPAN SOCIETY OF NSW INC.

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

Wednesday 24 November 2021 at 6.00pm

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 2021/2022.

.....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 Tuesday 16 November 2021 by one of the following means:

Email to info@ajsnsw.org.au

Mail to PO Box R937 Royal Exchange Sydney 1225