

## **Notice of Annual General Meeting**

**4 October 2021**

Notice is hereby given that the 2021 Annual General Meeting of U3A Healesville will be held on Monday 4 October 2021 at 11am.

**Venue:** Zoom Meeting

The process will be as follows:

1. As required by our constitution, all positions on the committee will be declared vacant as of 4 October 2021. The following positions will be vacant: President, Vice President, Secretary, Treasurer and all General Committee Members. A Nomination Form for committee positions is attached.
2. Completed Nomination Forms are to be returned to the Secretary U3A Healesville, via email ([healesville.u3a@bigpond.com](mailto:healesville.u3a@bigpond.com)) or post (PO Box 1017, Healesville 3777) by the close of business **30 September 2021**
3. The AGM Agenda, President's Report, Financial Reports, Committee Position Voting Form(s) [if required where there is more than one nomination for Executive Position(s)] and a Proxy Voting Form (for motions on the Agenda) will be sent via email (or delivered to those without email) on **Monday 27 September**. The proxy will be a person you nominate who is present at the meeting. If you do not nominate a person it will be the Chairman of the AGM (The President).
4. Completed Committee Position Voting forms [if required] and Proxy Voting forms are to be returned to the Secretary U3A Healesville, via email ([healesville.u3a@bigpond.com](mailto:healesville.u3a@bigpond.com)) or post (PO Box 1017, Healesville 3777) by close of business **30 September 2021**.
5. A declaration of the results of the new Committee and the results of the voting via Proxy of the various motions on the agenda will be declared at the meeting and published via emailed minutes of the outcomes (or delivery to those without email) on the **8 October 2021**.

Best regards,

Rebecca Doig  
Secretary U3A Healesville.  
6/9/2021



**NOMINATION FORM**  
**For**  
**COMMITTEE OF MANAGEMENT 2022**

**NAME OF CANDIDATE** being nominated: \_\_\_\_\_

**POSITION** nominated to: \_\_\_\_\_

(President, Vice President, Secretary, Treasurer or Committee Member)

I, the nominee, accept the nomination and if elected, agree to act on the Committee of Management of U3A Healesville in accordance with its rules.

I am a current financial member of U3A Healesville.

**SIGNATURE:** \_\_\_\_\_

**NAME OF NOMINATOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

I am a current financial member of U3A Healesville.

**SIGNATURE:** \_\_\_\_\_

**NAME OF SECONDER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

I am a current financial member of U3A Healesville.

**SIGNATURE:** \_\_\_\_\_

Please return to: The Secretary  
U3A Healesville  
P.O. Box 1017  
Healesville, Vic, 3777  
**OR**  
Email: [healesville.u3a@bigpond.com](mailto:healesville.u3a@bigpond.com)  
By September 30, 2021