

## NOTICE OF ANNUAL GENERAL MEETING

**NOTICE** is hereby given that the **Annual General Meeting** of the **ALLIANCE FRANÇAISE DE TOOWOOMBA INC** (AFT) will be held on Saturday, 3 December 2022 at the AFT Office, Suite 1, Level 1, 217 Margaret Street, Toowoomba commencing at 3.00pm.

### AGENDA

1. **President's welcome**
2. **Apologies**
3. **Presentation of Proxies**
4. **Adoption of the 2021 AGM minutes**
5. **President's report**
6. **Treasurer's report and adoption of audited financial statements**
7. **Election of management committee**
8. **Appointment of Independent Reviewer for 2023**
9. **General business**

In accordance with legal obligations, the management committee hereby notifies all members that the association currently holds public liability insurance cover in the sum of \$20,000,000.

**Please RSVP via the AFT website at [www.frenchtoowoomba.com](http://www.frenchtoowoomba.com) by Wednesday, 30 November 2022.**



**Secretary**  
**by authority of the Management Committee**  
**20 October 2022**

## CALL FOR NOMINATIONS FOR MANAGEMENT COMMITTEE POSITIONS

**Nominations** of candidates for election as members of the management committee are hereby called.

As per the Rules of the Alliance Française de Toowoomba Inc, the meeting is obliged to elect a president and a treasurer and as many management committee members as the meeting desires or thinks is practical. The position of secretary is not an elected position, but is appointed by the elected management committee.

Only current financial members of the AFT are able to be nominated to become a member of the management committee.

The Rules do not limit the number of management committee members. It does primarily provide that nominations should be in writing and lodged with the Secretary at least fourteen (14) days before the AGM. An Election of Office Bearers 2023 Nomination Form is attached. There is a further provision, however, that nominations may be accepted from the floor of the meeting if there are insufficient candidates.

**Attached:** Election of office bearers 2023 nomination form

## VOTING AND PROXIES

Only current financial members of the Alliance Française de Toowoomba Inc are entitled to vote.

A member entitled to attend and vote at the annual general meeting may appoint a person to attend and vote at the meeting as the member's proxy. If you are unable to attend the annual general meeting you are urged to vote by lodging the attached Form of Appointment of Proxy.

**Attached:** Form of appointment of proxy

**ELECTION OF OFFICE BEARERS 2023**  
**NOMINATION FORM**  
**Annual General Meeting – 3 December 2022**

We, the undersigned members of the Alliance Française de Toowoomba Inc.,  
hereby nominate

\_\_\_\_\_  
(Name of nominee)

for the position of \_\_\_\_\_ for the year 2023.  
(Name of position)

1. Nominator: \_\_\_\_\_  
(Name of nominator) (Signature of nominator)

2. Nominator: \_\_\_\_\_  
(Name of nominator) (Signature of nominator)

I hereby accept the nomination as above \_\_\_\_\_  
(Signature of nominee)

Positions available are: President  
Treasurer  
Committee members

This form must be **returned to the Secretary or posted to PO Box 401, Toowoomba 4350** and to be **received before 5.00pm two (2) weeks before the advertised date of the Annual General Meeting**, that is Friday, 18 November 2022.



Incorporated under the  
Associations Incorporation Act 1981

Alliance Française de Toowoomba Inc

Suite 1, Level 1, 217 Margaret Street, Toowoomba 4350

PO Box 401, Toowoomba Q 4350

Email: [info@frenchtoowoomba.com](mailto:info@frenchtoowoomba.com)

Web: [www.frenchtoowoomba.com](http://www.frenchtoowoomba.com)

ABN 514 763 743 06

## FORM OF APPOINTMENT OF PROXY

### Annual General Meeting – 3 December 2022

I, \_\_\_\_\_  
(Full name)

of \_\_\_\_\_  
(Address)

being a member of the Alliance Française de Toowoomba Inc ("the Association") hereby  
appoint as my proxy to vote for me on my behalf at the **annual general meeting** ('the  
Meeting') of the Association to be held on the \_\_\_\_\_ day of  
\_\_\_\_\_ 2022 and at any adjournment of the meeting -

\_\_\_\_\_  
(Full name of proxy)

of \_\_\_\_\_  
(Address of proxy)

\_\_\_\_\_  
(Signature of member appointing proxy)

Date: \_\_\_\_\_