

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 Sunday, 1 December 2019 at 2:15pm at the CUA Community Hub, 470 Ruthven Street, Toowoomba.

BUSINESS OF THE MEETING

1. President's welcome

2. Confirmation of minutes

Confirmation of the minutes of the 24 March 2019 AGM.

3. Reports and financial statements

To receive and consider the president's report, the financial report of the AFT and the auditor's report.

4. Election of management committee

All committee positions will be declared vacant and nominations called to fill the positions.

5. Appointment of Independent Reviewer for 2020

6. Other business

To transact any other business which may be lawfully brought forward in accordance with the AFT Rules and the *Associations Incorporation Act 1981*

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 by Wednesday, 27 November 2019* to info@frenchoowoomba.com.

Secretary
by authority of the Management Committee
11 November 2019

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 (version 5) of the Alliance Française de Toowoomba Inc, the meeting is obliged to elect a president, a vice-president, 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 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 2020 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 2020 nomination form

VOTING AND PROXIES

Only current members of the AFT 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 2020
NOMINATION FORM**
Annual General Meeting – 1 December 2019

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

_____ *(Name of nominee)*

for the position of _____ for the year 2020.
(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
Vice-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.**

FORM OF APPOINTMENT OF PROXY Annual General Meeting – 1 December 2019

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
2019 and at any adjournment of the meeting -

(Full name of proxy)

of _____
(Address of proxy)

(Signature of member appointing proxy)

Date: _____