

Patron: Her Excellency the Honourable Dr Jeannette Young AC PSM, Governor of Queensland

Dear Presidents, Delegates, Members of Affiliated Organisations and Members of the National Council of Women of Queensland,

Please find attached to this letter the following:

- 1) Notice of the NCWQ 117th Annual General Meeting
- 2) Proxy Form for the Annual General Meeting
- 3) Nomination Forms for the NCWQ Committee
- 4) Invitation to the 117th Annual General Meeting

This year, we will be holding our AGM via Zoom.

Register at <https://events.humanitix.com/ncwq-2022-agm>.

Under our constitution, only financial members can vote at our Annual General Meeting although guests are welcome to attend. If you are attending as the nominated Delegate(s) of an Affiliated Organisation, kindly note this when booking so we can ensure that your vote is counted.

Please RSVP to either or both events by referring to the attached invitation.

Yours sincerely,



Chiou See Anderson
NCWQ President
Email: president@ncwq.org.au

www.ncwq.org.au

P O Box 339 Holland Park Q4121

ABN 43 025 349 777

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117th Annual General Meeting

**Saturday 19th November 2022
Commencing at 10:00am**

AGENDA

Welcome

Attendance and apologies

Minutes of AGM 2021

President's report

Treasurer's report

Appointment of Auditor

State Coordinator's report and reappointment of Advisers

Affiliate organisations reports

All reports spoken to and seconded

Election of 2022-2023 Office Bearers and Management

Committee Address by President

Closure of meeting

**NOMINATIONS FOR THE MANAGEMENT COMMITTEE 2022/2023
117TH ANNUAL GENERAL MEETING
19 NOVEMBER 2022**

NCWQ Inc. is seeking nominations from associate/student members and delegates from Affiliated Organisations to their Management Committee.

The nominees must be prepared to actively participate in at least one sub-committee and to assist the President in the discharge of her duties. If you are not an existing committee member, it would be beneficial to contact the President to gain a better understanding of the roles available prior to nomination.

Positions Available:

- President
- Up to 2 Vice Presidents
- Hon Secretary
- Hon Treasurer
- Recording Secretary
- State Coordinator
- 5 Committee Members

Subcommittees include but are not limited to the following:

- Bursary
- Memberships
- Governance
- Marketing
- Events

If you are nominating or seconding as a delegate of an Affiliated Organisation, please state the name of the Affiliated Organisation.

A one-page CV with a portrait photo and your nomination form should be emailed to info@ncwq.org.au by 11th November 2022. Your CV should include how you can effectively discharge your duties in your nominated sub-committee.

I hereby nominate _____

for the position of _____

Nominated by _____ Signed _____

Seconded by _____ Signed _____

I agree to take on the role of chairing or being a member of the following sub-committee(s)

1. _____

2. _____

I hereby consent to the nomination

Signature of Nominee

Date

Office Use Only

Membership Status Checked by Treasurer

Nominee

Nominator

Secunder

PROXY FORM

117th ANNUAL GENERAL MEETING

19th NOVEMBER 2022

I

Being:

1) An associate/student member of the NCWQ

or

2) Delegate of _____

Wish to appoint

.....

as my proxy to vote for me on my behalf at the Annual General Meeting of the Council, to be held on the 19 November 2022 and at any adjournment of it.

Signed thisday of 2022.

Signature.....

Email completed form to info@ncwq.org.au or a copy of your Proxy may be provided at the AGM.