

23 September 2022

Dear Port Macquarie Chamber of Commerce Member

RE: Port Macquarie Chamber of Commerce AGM and monthly Chamber evening

The AGM for the Port Macquarie Chamber of Commerce will be held on **Tuesday, 25 October 2022**. In addition to the receipt of the President's and the Treasurer's reports, a major item of business will be the election of Board Members.

The Chamber's Constitution permits 12 Board members. There will be eight positions on the Board declared open for election at the AGM. Six positions will be elected for a two-year term and two will be filling casual vacancies for a one-year term. The remaining Board members will complete the second year of their elected term in the lead-up to the 2023 AGM.

All financial members are eligible to seek election to the Board and I would encourage those interested in doing so to call me and discuss the roles and responsibilities of our Board Members.

Any member wishing to stand for election must complete a nomination form as attached with signatures from two fully paid up members of the Chamber. In addition, you will need to send a brief personal statement (no more than 100 words), that will be distributed to members in the event a ballot is held.

Accompanying this letter is:

- Notice of Meeting
- Proxy Voting form
- Board Nomination form
- Minutes from the AGM held on 26 October 2021

I hope you can join us for this important meeting and the monthly Chamber function that will follow the AGM.

Yours sincerely



Alex Glen-Holmes
President

Port Macquarie Chamber of Commerce Notice of Annual General Meeting

Please take Notice that the Annual General Meeting of the Port Macquarie Chamber of Commerce and Industry Inc will be held on **Tuesday, 25 October 2022** at 6.15pm at the Mercure Centro Hotel, 103 William Street, Port Macquarie.

Agenda

- Welcome:** Alex Glen-Holmes, President
- Apologies:** Any apologies will be noted.
- Minutes:** Confirmation of Minutes of previous Annual General Meeting held on 26 October 2021.
- President's Report:** Alex Glen-Holmes will provide the President's Report on the activities of the Chamber.
- Financial Report:** The meeting shall receive and consider the Financial Report for the year ended 30 June 2022 in accordance with Clause 47 of the Associations Incorporation Act 2009.
- Elections:** An election will be held for eight (8) vacant positions on the Board.
- ◆ Alex Glen-Holmes in her role as President will conduct the election process in accordance with the Constitution.
 - ◆ At the commencement of the election process eight current positions of the Board will be declared vacant.
 - ◆ The nominations of candidates for election members of the Board must be received no later than 7 days prior to the meeting. These will be tabled for voting by members in accordance with clause 14 of the Constitution.
- General Business:** Any other business that may arise at the meeting will be considered.

FORM OF APPOINTMENT OF PROXY

I, of
(full name) (address)

being a member of the Port Macquarie Chamber of Commerce, or member's representative,

hereby appoint of
(full name of proxy) (address)

To represent (business name) being a member of the Chamber, as my proxy to vote for me on my behalf at the Annual General Meeting of the Chamber to be held on the

25 October 2022

and at any adjournment of that meeting.

- My proxy is authorised to vote in favour of / against the resolution that the President's Report and Financial Report for the year ended 30 June 2022 be accepted as presented to the meeting.

.....
Signature of member appointing proxy

Date.....

NOTE: A proxy vote may not be given to a person/business who is not a member of the Chamber. The Chamber must be notified of an appointment of a proxy 24 hours prior the Annual General Meeting.

Please email to executive@businesspmq.com.au

Nomination for Board 2022/2023

PORT MACQUARIE CHAMBER OF COMMERCE INC.

ABN: 50 735 851 570 (the Port Chamber)

(Incorporated under the Association Incorporation Act 1984)

PO Box 114, PORT MACQUARIE NSW 2444

Telephone: 0422 562 300

We (name of first nominator).....

Of (Business / Trading Name).....

And (name of second nominator).....

Of (Business / Trading Name).....

Being either fully paid up members of the Port Chamber or their representatives, hereby nominate:

..... for election to the Board of the Port Chamber.
(name of person nominated)

<p>Signed:</p> <p>Name:</p> <p style="text-align: center;">(name of first nominator)</p> <p>Date:</p>	<p>Signed:</p> <p>Name:</p> <p style="text-align: center;">(name of second nominator)</p> <p>Date:</p>
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I, the person nominated above, consent to the nomination. I certify that I am either a fully paid up member of the Port Chamber or the duly appointed representative of such a member.

Signature:

Print Name:

Date:

Nominations must be delivered to the Secretary of the Chamber not less than 7 days before the date fixed for holding the AGM (that is by 6.15pm on 18 October 2022). The Chamber's email is executive@businesspmq.com.au. The postal address is PO Box 114 Port Macquarie NSW 2444.