

# Click to enter the name of your Aboriginal and Torres Strait Islander corporation

# ICN Click to enter ICN

## Notice of annual general meeting

All members of the corporation are advised that an annual general meeting of the members of [enter corporation name] will take place as follows:

**Time:** [Click to enter time]

**Date:** [Click to enter the date of the meeting]

**Place:** [Click to enter the location of the meeting]

**Technology:** [Click to enter if and how members can participate from a different location (e.g. by phone or by video link)]

On arrival at the meeting, members should check the register of members and if needed, update their name, address and any other details.

### Agenda

|  |  |
| --- | --- |
| **Item** | **Description** |
| 1 | Welcome, attendees and apologies:  1.1 Confirm the chair for the meeting  1.2 Attendees  1.3 Apologies  1.4 Quorum |
| 2 | Proxy appointments\*  [delete this agenda item if your corporation’s rule book does not allow proxies] |
| 3 | Minutes of the previous meeting of members:   * Confirm the minutes * Matters arising |
| 4 | Corporation reports:   * CEO report * Directors’ report * Financial report * Auditor’s report |
| 5 | Questions about how the corporation is managed |
| 6 | Appointment of an auditor for the next financial year (if required) and set the audit fee, or authorise the directors to set the fee |
| 7 | Election of directors (if applicable) |
| 8 | Special resolution/s  The following special resolution/s will be proposed at the meeting:   * Proposed special resolution: [Click to enter the exact words of the resolution]   [delete this agenda item if there are no special resolutions being proposed] |
| 9 | Any other business |
| 10 | Close |

### \*Proxies

* Choose an item.
* [If the corporation’s rule book does allow proxies, set out who a proxy vote may be given to, attach an appointment of proxy form and the deadline for giving the form to the corporation.]

Regards,

[Name/s of director/s giving notice]

Directors