



JOY Melbourne Inc.

Melbourne City Village
Level 9, 225 Bourke Street
Melbourne Victoria 3000
abn 52 334 960 331

29 July 2017

mail secretary@joy.org.au
phone 1300 JOY 949
fax 03 9267 6080
web www.joy.org.au

Dear JOY Member

The Board of JOY Melbourne Inc invites all members to attend the Annual General Meeting (AGM) to be held at 2pm sharp on Sunday 22nd October 2017; Level 10 [Kulin Room] 225 Bourke Street, Melbourne.

The Board calls for nominations for prospective Board members, and for members to lodge agenda items for discussion at the AGM. Nominations and agenda items must be lodged by 5pm sharp, on Friday 15th September 2017.

The 2017 AGM preliminary information pack can be downloaded from here: <http://joy.org.au/agm2017>

In due course, we will send the AGM formal information pack, which will include details of nominees for the Board, their candidate statements, the agenda, and any supporting documentation.

All inquiries are to be directed to:

Andrew Thorp
Secretary
JOY Melbourne Inc.
secretary@joy.org.au

Included documents:

- a. courtesy advice for the meeting;
- b. information to consider prior to nominating to the Board;
- c. form - nomination for Board position;
- d. form - lodge an agenda item for the meeting.

*** It would assist JOY financially if we could continue to send this type of **corporate** communication via email, rather than postal mail. Where you have already opted-out of newsletter or promotional communications, be assured that request has been noted.



JOY Melbourne Inc

courtesy advice ANNUAL GENERAL MEETING 2017 *

In accordance with our Constitution, the Annual General Meeting (AGM) of JOY Melbourne Incorporated will be held as follows:

date: **Saturday 22 October 2017**
time: **2 pm sharp**
location: **Kulin Room - level 10 (access via level 9)
225 Bourke Street Melbourne**
disabled access is available

call for nominations to the Board of JOY Melbourne Inc.

under the Constitution, the term of two (2) members of the existing Board will expire, [^] and two (2) vacant positions exist;

nominations are now sought for the four (4) Board member positions and must be submitted **by 5pm Friday 15 September 2017**. Nomination form is below. If more than four candidates nominate, there will be a vote in accordance with clause 25.

for further detailed information please refer to the Rules of Association;
view online at joy.org.au

general clauses for your information:

- *Clause 21 - the board of JOY Melbourne Inc.*
- *Clause 24 – members of the board*
- *Clause 25 - election of board members*

call for agenda items

items of business are now sought and must be submitted to the Secretary by **5pm Friday 15 September 2017**

only the items of business received in time and included on the agenda in the official notice of meeting will be transacted at the AGM.

contact & notice details

mail: Secretary
JOY Melbourne Inc
level 9 - 225 Bourke Street MELBOURNE VIC 3000
telephone: 1300 569 949
fax: 03 9267 6080
email: secretary@joy.org.au

* *this is a courtesy advice calling for nominations and items of business to be included on the agenda for AGM - official notice of the AGM will be provided to the membership 14 days prior to the scheduled meeting date.*

[^] *details correct at time of printing / publication on 29 July 2017*



JOY Melbourne Inc

information to consider prior to nominating to the Board

It is recommended that nominees for a Board position review the role description for the Board of Directors - downloaded from joy.org.au

Board members are required to attend a minimum number of Board meetings, as outlined in the role description. The Board normally meets from 6pm on the third Thursday of each month. In some cases this is moved to the fourth Thursday of each month.

The nomination form must be completed and sent to the Secretary prior to the close of nominations. This can be provided via email or by post.

The candidate statement (250 words maximum) must be provided via email, to the Secretary, at secretary@joy.org.au prior to the close of nominations.

Candidate statements will be sent to all members to provide assistance in choosing whom to vote for.

voting process

If more than four (4) candidates nominate, a vote will take place by a formal ballot voting process. Eligible members who attend the Annual General Meeting can vote in person. Eligible members may also vote by nominating a proxy, but the proxy must be present at the Annual General Meeting to vote on your behalf.

The four (4) candidates who receive the highest number of votes will be elected.

questions to consider

If you are considering nominating for a Board position, the following questions may assist you to make this decision:

- What are your general key competencies at Board level?
- What are the core business skills and knowledge that you would bring to this appointment?
- What are your desirable Board personal qualities and attributes?
- Do you know and understand Board governance, finance, confidentiality, risk and obligations?
- What do you foresee may be different in how you would need to behave as a Board member when interacting with other JOY volunteers?
- Do you understand the role of the Board and the role of governance of the organisation, as distinct from the operation of the station?
- Have you considered the meeting times and your ability to attend?
- Have you considered the time commitments with work/life balance?
- Would you have any perceived or actual conflicts of interest?

Nominations close at 5pm on 15 September 2017



JOY Melbourne Inc

nomination for BOARD POSITION **
ANNUAL GENERAL MEETING 2017

we nominate:

name

member no.

member since

address

*consent to nomination
(signature)*

x

nominated by:

name 1

member no.

signature

x

name 2

member no.

signature

x

- ** two (2) eligible^^ members must nominate the candidate, who must also be an eligible member
- ** the nominated candidate is to submit a candidate statement of up to 250 words for publication to JOY Melbourne members, the statement is to be emailed to secretary@joy.org.au and the preference is for the statement to be sent with nomination form
- ** role description for Board Member may be downloaded from joy.org.au
- ** **nomination (on the form provided) and candidate statement must be lodged with the Secretary by 5pm Friday 15 September 2017**

^^ *an eligible member is a natural or legal person who is a current financial member of JOY Melbourne Inc. and has been a member for at least 6 months prior to the date of the Annual General Meeting.*

