

16 October 2020

Dear JOY Member,

The Board of JOY Melbourne Inc. invites all members to attend the Annual General Meeting (AGM) to be held at **3 pm, Sunday 29 November 2020** electronically via **Zoom**. The details of the Zoom meeting will be forwarded closer to the time of the meeting.

The Board calls for **nominations for prospective Board members**, and for members to **lodge agenda items** for discussion at the AGM.

The JOY Rules also provide for **honorary life membership** of JOY. This honour is nominated by JOY Members and is awarded by the JOY Board to recognise a current or past member (the nominee must be a current or past member of JOY for a minimum of 5 years) for their extraordinary commitment and contribution to JOY. Nominations for life membership for 2020 will also close at the end of October. You can find more details and nominate someone on the **Life Member** page of the JOY website.

Nominations for board members and life memberships and agenda items for our AGM must all be lodged by **5 pm, Saturday 31<sup>st</sup> October 2020**.

The 2020 AGM Preliminary information pack and further information about the meeting can be downloaded from the **Annual General Meeting 2020** page on the JOY website.

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

All inquiries can be directed to the Secretary via [secretary@joy.org.au](mailto:secretary@joy.org.au)

Kind Regards,



Peter Holmes  
**Secretary**



## JOY Melbourne Inc. courtesy advice of the Annual General Meeting 2020<sup>1</sup>

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

Date	Sunday 29 <sup>th</sup> November 2020
Time	3 pm
Location	Online via Zoom (Link to be provided closer to meeting)

Our current COVID-19 restrictions in Melbourne prevent us from holding the meeting in person in 2020. We had delayed the meeting in the hope that those restrictions may be changed but have now determined to hold the meeting via Zoom. Using Zoom will also mean that we will need your to RSVP for the meeting and further details of this process will be included in the Formal Notice of the AGM.

### Call for nominations

Under the Rules of Association, the term of two (2) members of the existing Board will expire.<sup>2</sup>

Nominations are now sought for the two (2) Board member positions and must be submitted by **5 pm, Saturday 31<sup>st</sup> October 2020**.

The nomination form is available online via the 2020 AGM Preliminary information pack and is also included at the end of this document. For further information please refer to the **Role Description** and **Rules of Association**

### Call for agenda items

Items of business are now sought and must be submitted to the Secretary by **5 pm, Saturday 31<sup>st</sup> October 2020**. 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. The agenda item form is included in this pack.

### Contact details

Peter Holmes [secretary@joy.org.au](mailto:secretary@joy.org.au)

David McCarthy [president@joy.org.au](mailto:president@joy.org.au)

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<sup>1</sup> This is a courtesy advice notice calling for nominations and items of business; official notice of the AGM will be provided to the membership at least 14 days prior to the scheduled meeting date.

<sup>2</sup> Details correct as at 6 October 2020



## Information for members considering nominating for the JOY Board

It is recommended that Nominees for a Board position are encouraged to review the Board position role description and are required to address the selection criteria in their nomination documentation.

Board members are required to attend a minimum number of Board meetings, as outlined in the role description. The Board normally meets from 5:30 pm, on the third Thursday of each month. In some cases, this is moved to the fourth Thursday of each month. During our current COVID-19 restrictions Board meetings are being held via Zoom.

### Nomination forms and candidate statements

The nomination form must be completed and sent to the Secretary (and copied to the President) prior to **5 pm, Saturday 31<sup>st</sup> October 2020**. This can be provided via email or post.

The candidate statement which should address the selection criteria and is a maximum of **600** words, must accompany the nomination form which is included in this pack.

The candidate statements will be issued to all members to assist in their voting decision.

### Voting process

If more than two (2) candidates nominate, a vote will take place by a formal ballot voting process. In 2020, due to COVID-19 restrictions, the voting will be done via an electronic voting system. Details of this system will be advised in the formal notice of the AGM if an election is necessary.

Eligible members<sup>3</sup> who attend the Annual General Meeting can vote in person. Eligible members may also vote by nominating a proxy, via the appropriate form, but the proxy must be present at the Annual General Meeting to vote on your behalf. The deadline for proxy nominations will be advised in the formal notice of the AGM.

The two (2) candidates who receive the highest number of votes will be elected.

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<sup>3</sup> 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.



## Information Session

Prospective Board candidates are invited to attend an Information Session via Zoom with current Board Members from **6 pm to 6:30 pm Tuesday 27<sup>th</sup> October 2020** to be held via Zoom due to current COVID-19 restrictions.

Email [Secretary@joy.org.au](mailto:Secretary@joy.org.au) to express interest in attending the session. You will then be sent a Zoom link for the meeting.

## Questions to consider before nominating

If you are considering nominating for a Board position, the following questions may assist you to make a 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 other 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 organisation?
- 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?

Feel free to discuss your potential nomination with any existing member of the Board and/or attend the Information Session on 27<sup>th</sup> October 2020.

Board Nominations close **5 pm, Saturday 31<sup>st</sup> October 2020**



## JOY MELBOURNE INC Nomination for Board Position \* AGM 2020



### We nominate:

*Name* .....

*Member no.* .....

*Member since* .....

*Address* .....

*Email* .....

*Phone* .....

*Consent to nomination (signature)*  .....

### Nominated by:

*Name 1* .....

*Member no.* .....

*Signature*  .....

*Name 2* .....

*Member no.* .....

*Signature*  .....

- \* Two (2) eligible<sup>^</sup> members must nominate the candidate, who must also be an eligible member
- \* The nominated candidate is to submit a candidate statement of up to 600 words for publication to JOY Melbourne members, the statement is to be emailed to [Secretary@joy.org.au](mailto: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](http://joy.org.au)
- \* Nomination (on the form provided) and candidate statement must be lodged with [Secretary@joy.org.au](mailto:Secretary@joy.org.au) prior to **5pm 31 October 2020**

<sup>^</sup> 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 continuous months prior to the date of the Annual General Meeting.

JOY 94.9  
Level 9, 225 Bourke Street,  
Melbourne VIC 3000  
T 03 9267 6000  
Social @joy949  
joy.org.au

**Out.  
Loud.  
Proud.**

**JOY MELBOURNE INC**  
**Lodge an Agenda Item \* AGM 2020**



**Lodged by:**

*Name* .....

*Member no.* .....

*Address* .....

*Email* .....

*Phone* .....

**Agenda item details:**

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\* Agenda items must be lodged with the Secretary via email to [Secretary@joy.org.au](mailto:Secretary@joy.org.au) prior to **5pm 31 October 2020**. A confirmation email receipt will be provided.