JOY 94.9
Victorian Pride Centre
Level 1, 79-81 Fitzroy St,
St Kilda, VIC, 3182
T   03 9267 6000
Socials @joy949

joy.org.au

**Out.
Loud.
Proud.**

8 October 2021

Dear JOY Member

The Board of JOY Melbourne Inc. invites all members to attend the Annual General Meeting (AGM) to be held at **6:30pm, Monday 15 November 2021** electronically via Zoom or via a hybrid meeting which is in person at the Victorian Pride Centre and via Zoom if permitted under COVID restrictions. The final location/Zoom details for the 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 2021 will also close at the end of October. You can nominate a life member by emailing **secretary@joy.org.au** or if you can't email, please call 03 267 6000.

Nominations for board members and life memberships and agenda items for our AGM must all be lodged by **5pm, Friday 22 October 2021 to secretary@joy.org.au** or if you can't email, please call 03 267 6000.

The 2021 AGM Preliminary information pack and further information about the meeting can be downloaded from the **Annual General Meeting 2021** page on the JOY website.

Closer to the meeting, 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. The documents will also be available on the JOY website on the **Annual General Meeting 2021.**

All enquiries can be directed to the Secretary via secretary@joy.org.au or if you can't email, please call 03 267 6000.

Kind regards,

Peter Holmes
JOY Board Secretary

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JOY Melbourne Inc. courtesy advice of the Annual General Meeting 2021[1]

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

Date   Monday 15 November 2021

Time   6:30pm

Location   Online via Zoom **OR** In Person at the Victorian Pride Centre and online via Zoom (Details and Link to be provided closer to meeting)

Our current COVID-19 restrictions in Melbourne are likely to prevent us from holding the meeting in person in 2021 but we are planning for both a fully online meeting and a hybrid style meeting with some people attending and others participating via Zoom. Both options include using Zoom, so this will also mean that we will need you 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 one (1) member of the existing Board will expire.[2]

Nominations are now sought for the one (1) Board member position and must be submitted by **5pm, Friday 22 October 2021**.

The nomination form is available online at the **Annual General Meeting 2021** 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 **5pm, Friday 22 October 2021**. 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 form for requesting an agenda item is included in this pack and is also available online at the **Annual General Meeting 2021**

Contact details

Peter Holmes secretary@joy.org.au

David McCarthy president@joy.org.au

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[1] 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.
[2] Details correct as at 8 October 2021

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Information for members considering nominating for the JOY Board

It is recommended that Nominees for a Board position 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 5:30pm, 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, but these will return to in person meeting once restrictions permit.

Nomination forms and candidate statements

The nomination form must be completed and sent to the Secretary (and copied to the President) prior to **5pm, Friday 22 October 2021**. This can be provided via email or post to the address above.

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. It may also include a photo of the nominee.

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

Voting process

If more than one (1) candidates nominate, a vote will take place by a formal ballot voting process. In 2021, due to COVID-19 restrictions, the voting will be done via an electronic voting system rather than a paper-based system. Details of this system will be advised in the formal notice of the AGM if an election is necessary.

Eligible individual members[3] 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. Proxies can only be given to members of JOY. The deadline for proxy nominations will be advised in the formal notice of the AGM.

Note that JOY's business and organisational members are not eligible to vote under our rules but are most welcome to attend our annual general meeting.

The one (1) candidate who receives the highest number of votes will be elected.

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[3] 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. Business & Organisational members are NOT eligible to vote under the rules.

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Information Session

Prospective Board candidates are invited to attend an Information Session via Zoom with current Board Members from **6pm to 6:30pm Tuesday 19 October 2021** to be held via Zoom due to current COVID-19 restrictions.

Email Secretary@joy.org.au or if unable to email call on 03 9267 6000 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 decide:

- Do you understand the role of the Board including governance of the organisation, as distinct from the operation of the organisation?
- What are the core organisational skills and knowledge that you would bring to this appointment?
- What are your general key competencies, qualities and attributes you would bring to the JOY Board?
- Do you have an advanced understanding of 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 team members?
- 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 19 October 2021.

Board Nominations close **5pm, Friday 22 October 2021**

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JOY MELBOURNE INC
Nomination for Board Position * AGM 2021

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^** 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 and the preference is for the statement to be sent with the 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 Secretary@joy.org.au prior to **5pm, Friday 22 October 2021**

^ 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 six (6) continuous months** prior to the date of the Annual General Meeting and does **not** include business or organisational members

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JOY MELBOURNE INC
Lodge an Agenda Item * AGM 2021

Lodged by:

Name

Member no.

Address

Email

Phone

Agenda item details:

* Agenda items must be lodged with the Secretary via email to Secretary@joy.org.au prior to **5pm, Friday 22 October 2021.** A confirmation email receipt will be provided.