

JOY Media

Victorian Pride Centre
Level 1, 79-81 Fitzroy St
St Kilda, VIC 3182
T 03 9267 6000
Social @joy949
Web joy.org.au



7 October 2022

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 28 November 2022** via a hybrid meeting which is in person at the Victorian Pride Centre and via Zoom for those that cannot attend in person. The final location and 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 unanimous vote of the JOY Board to recognise a current or past member for their extraordinary commitment and contribution to JOY. The nominee must be a current or past member of JOY and have been for a minimum of 5 years. Nominations for life membership for 2022 will close at 5 pm on 24th October 2022. You can find a nomination form on the JOY AGM 2022 web page. Complete the form and then email it to secretary@joy.org.au with a copy to president@joy.org.au or if you can't email, please call 1300 JOY 949.

Nominations for board member vacancies, life memberships and agenda items for our AGM must all be lodged by **5pm, Monday 24th October 2022** to secretary@joy.org.au or if you can't email, please call 1300 JOY 949 or drop it into the JOY office addressed to Peter Holmes, Board Secretary.

The 2022 AGM Preliminary information pack and further information about the meeting can be downloaded from the [AGM 2022](#) 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 [AGM 2022](#) page.

All enquiries can be directed to the Secretary via secretary@joy.org.au or if you can't email, please call 1300 JOY 949.

Kind regards,

Peter Holmes
JOY Board Secretary

JOY Melbourne Inc. courtesy advice of the Annual General Meeting 2022

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

Date	Monday 28th November 2022
Time	6:30pm
Location	In Person at the Victorian Pride Centre and online via Zoom (Details and Link to be provided closer to meeting)

As this meeting will be a hybrid meeting, we will need you to RSVP for the online meeting or secure a ticket for the in-face meeting. Further details of these processes will be included in the Formal Notice of the AGM.

Call for nominations

Under the Rules of Association, the term of four (4) members of the existing Board will expire¹. All four (4) are eligible to stand for a second term if they wish.

Nominations are now sought for the four (4) Board member positions and must be submitted by **5pm, Monday 24th October 2022**.

Only eligible members are entitled to nominate. An eligible member is a member who is a natural or legal person and has achieved six or more current and continuous months of membership of JOY Melbourne Inc. at the date of the Annual General Meeting.

The nomination form is available online at the JOY [AGM 2022](#) page on the JOY website and is also included at the end of this document. You can also download the JOY Board member [Role Description](#) and [Rules of Association](#) via the [JOY AGM 2022](#) Page

Call for Agenda Items

Items of business are now sought and must be submitted to the Secretary by **5pm, Monday 24th October 2022**. 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 [AGM 2022](#) page on the JOY website.

Contact details

Peter Holmes secretary@joy.org.au

David McCarthy president@joy.org.au

¹ Details correct as at 7 October 2022

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. These documents are also available to download on the [AGM 2022](#) page.

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. Board meetings are currently being held in-face at the Victoria Pride Centre or online via Teams or as a hybrid meeting using both methods.

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, **Monday 24th October 2022**. This can be provided via email or post to the address above.

The candidate statement, which should address the selection criteria which are in the role description 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 decisions.

Voting process

If more than four (4) candidates nominate, a vote will take place by a formal ballot voting process. This year, because we are running a hybrid meeting with both in face attendees and electronic attendees, 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 may also vote by nominating a proxy, via the appropriate form which will be made available closer to the meeting, 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 four (4) candidates who receive the highest number of votes will be elected.

NOTE: An eligible member is a member who is a natural or legal person and has achieved six or more current and continuous months of membership of JOY Melbourne Inc. at the date of the Annual General Meeting. Business & Organisational members are NOT eligible to vote under the rules.

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 18th October 2022** to be held via Zoom.

Email secretary@joy.org.au or if unable to email call on 1300 JOY 949 to express interest in attending the session. You will then be sent a 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 18th October 2022.

Board Nominations close at **5 pm, Monday 24th October 2022.**

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JOY MELBOURNE INC

Lodge an Agenda Item - AGM 2022

Lodged by:

Name

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Member no.

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Address

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Email

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Phone

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Agenda item details:

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Agenda items must be lodged with the Secretary via email to Secretary@joy.org.au prior to **5pm, Monday 24th October 2022**. A confirmation email receipt will be provided.



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JOY MELBOURNE INC

Nomination for Board Position - AGM 2022

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. The statement may, optionally, contain a photo of the nominee.
Role description for Board Member may be downloaded from the AGM 2022 Page on the JOY website.
Nomination (on the form provided) and candidate statement must be lodged with Secretary@joy.org.au prior to **5pm, Monday 24th October 2022**. Note that the form may be signed using electronic signatures.
NOTE: An eligible member is a member who is a natural or legal person and has achieved six or more current and continuous months of membership of JOY Melbourne Inc. at the date of the Annual General Meeting. It does **not** include business or organisational members

