

JOY Media

Victorian Pride Centre
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Web joy.org.au



3 October 2024

Dear JOY Member

You are invited to attend the Annual General Meeting (AGM) to be held at **6:30pm, Monday 25th November 2024** in person or online, which will be shared closer to the time of the meeting.

The JOY Media 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 2024 will close at 5pm on 18th October 2024. You can find a nomination form on the JOY [AGM 2024](#) 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, Friday 18th October 2024** 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 John Wintle, Board Secretary.

The 2024 AGM Preliminary information pack and further information about the meeting can be downloaded from the [AGM 2024](#) page on the JOY website.

Closer to the meeting, we will send the formal AGM Information Pack to your email, 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 2024](#) 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,

John Wintle
JOY Board Secretary

JOY Melbourne Inc. courtesy advice of the Annual General Meeting 2024

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

Date	Monday 25 th November 2024
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 hybrid, we will need you to RSVP for the meeting. Further details of these processes will be included in the Formal Notice of the AGM.

Call for nominations

Under the Rules of Association, one (1) current board member who was appointed to fill a casual vacancy must now stand for election¹.

Nominations are therefore sought for one (1) Board member position and must be submitted by **5pm, Friday 18th October 2024**.

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 2024](#) 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 2024](#) Page.

Call for Agenda Items

Items of business are now sought and must be submitted to the Secretary by **5pm, Friday 18th October 2024**. Only items of business submitted on time and included in the official meeting agenda 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 2024](#) page on the JOY website.

Contact details

John Wintle secretary@joy.org.au

Paul Horwell president@joy.org.au

¹ Details correct as at 3 October 2024

Information for Members Considering Nominating for the JOY Board:

Board members are required to attend a minimum number of Board meetings, as outlined in the role description. The Board meets typically 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 person 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) before **5 pm, Friday, 18th October, 2024**. This can be provided via email or post to the address above.

The candidate statement is a maximum of **1000** words, must accompany the nomination form, which is included in this pack. It may also include a photo of the nominee.

Your candidate statement should address the selection criteria, which are in the role description and listed below for your information and provide answers to the following key questions:

1. Why do you want to be a member of the Board of JOY Media?
2. What do you see as the prime mission of JOY Media?
3. What Not for Profit (NFP) Board and governance experience do you have?
4. What is your understanding of the role of an NFP Board of Governance?
5. Please also provide evidence of how you meet the selection criteria?
6. Please provide evidence of the desired skills.

JOY Board Member Selection Criteria:

- Substantial experience in governance and leadership in the not for profit/charity sector
- Experience in one or more of organisational strategy, community media, the creative sector, business and financial management, human resources, legal
- Lived experience as a member of or an ally to the rainbow communities
- Demonstrated understanding of and commitment to the purpose of JOY Melbourne Inc
- The availability and commitment to attend meetings and events as required
- An active JOY member for a minimum of six months

JOY Board Member Desired Skills:

- excellent interpersonal skills; ability to communicate effectively with a variety of people across a broad spectrum
- sound time management/organisational skills, clear and concise verbal and written communication skills
- team oriented – demonstrate that cooperation will result in the best outcome
- ability to self-manage

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

Voting process

If more than one (1) candidate is nominated, a vote will take place by a formal ballot voting process. This year, because we are running a hybrid meeting with both in person 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 appointing a proxy, who must be an eligible JOY member. A proxy form, which will be made available closer to the meeting, must be submitted for the proxy to vote on your behalf. 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 provided in the formal notice of the AGM.

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 candidate who receives 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 15th October 2024**.

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 15th October 2024.