

NOTICE OF 2016 ANNUAL GENERAL MEETING

Thursday, 17 November 2016 at 10.30 a.m., at the Multicultural Hub, 506 Elizabeth Street

The business of the Annual General Meeting will be to:

1. **Confirm the Minutes of the last Annual General Meeting** held on 19 November 2015.
2. **Receive and consider the Annual Report and the Financial Statements** for the preceding financial year.
3. **To vote on the following motions:**
 - a. **That the Committee of Management be authorised**, at its discretion and at the appropriate time, to raise the 2018 annual membership fee and associate membership fee by \$5 each from 1 October 2017 until 30 September 2018.
 - b. **Elect Officers and Members to the Committee of Management** for the ensuing year. *See nomination form overleaf.*
4. **Life Memberships.** Present to the meeting the names of members approved by the Committee of Management, since the last Annual General Meeting, for election to Life Membership of U3A Melbourne City Inc.
5. **Achievements of the year:** Strategic Plan Review

Please join us for refreshments at the close of the meeting

✂..... Cut here if sending proxy, or committee candidate nomination:

PROXY VOTE APPOINTMENT

If you are unable to attend the meeting but wish to appoint a proxy to vote on the proposals on your behalf, please complete the following form and return it to Shirley Arbuthnott, Secretary, U3A Melbourne City Inc, Ross House, 247 Flinders Lane, Melbourne 3000, **no later than 3pm, Tuesday 15 November, 2016.**

U3A Melbourne City Inc. A0045765E ABN 84 932 435 817, Ross House, 247 Flinders Lane, Melbourne 3000.

APPOINTMENT OF PROXY

I,, being a member of U3A Melbourne City Inc., hereby appoint either the **President (Pam Davies)** *Tick if applicable*

or, being a member of U3A Melbourne City Inc., as my proxy to vote on my behalf at the Annual General Meeting on 17 November 2016.

Signed Dated:

NOMINATION OF CANDIDATES FOR ELECTION TO COMMITTEE OF MANAGEMENT

How to nominate yourself for election to the Committee of Management

1. Complete and sign the nomination form below.
2. Have it signed by a member who agrees to nominate you.
3. Have it signed also by a member who seconds the nomination.

How to nominate another member for election to the Committee of Management

1. Complete and sign the nomination form below.
2. Have it signed also by a member who seconds the nomination.
3. Have it signed by the person you are nominating.

Candidate's statement (optional)

Candidates for election may wish to submit (with the nomination form) a brief statement summarising the experience, capabilities and skills they would bring to the Committee in order to further the mission of U3A Melbourne City.

OUR MISSION

To encourage and enable older people, no longer in full-time paid employment, to share their knowledge and capabilities to:

- Create a lively learning and social community offering a wide range of subjects and activities reflecting the interests of members.
- Demonstrate their continuing value to society.

IF YOU ARE APPOINTING A VOTING PROXY, AND/OR NOMINATING A CANDIDATE FOR ELECTION to the Committee of Management, please cut the form and return the lower portion to **Shirley Arbuthnott, Secretary, U3A Melbourne City Inc., Ross House, 247 Flinders Lane, Melbourne 3000, by 3pm, Tuesday 15 November.**

✂..... Cut here if sending proxy, or committee candidate nomination:

U3A Melbourne City Inc. A0045765E ABN 84 932 435 817, Ross House, 247 Flinders Lane, Melbourne 3000.

NOMINATION FOR ELECTION OF 2017 COMMITTEE MEMBERS AND OFFICERS

I, (Name), a member of U3A Melbourne City Inc.

nominate (Name) for the position of (Please circle ONE of the following*)

PRESIDENT VICE PRESIDENT SECRETARY TREASURER MEMBER

..... (Signature of **proposer**)

I, (Name), a member of U3A Melbourne City, **second** the nomination

..... (Signature of **second**)

I, (Name), a member of U3A Melbourne City, accept the nomination

..... (Signature of **member nominated**)

**A member may be nominated for only ONE position and a separate form is required for EACH nominee. Additional forms are available from U3A office. Photocopied or identically worded handwritten/ typed copies also accepted.*