[Sample AGM Notice & Agenda Template]

**NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given that the Annual General Meeting of Members of **[Company Name]** ACN [**xxxx**] will be held on **[day and date]** at **[time]** as a virtual meeting online at [**link**].

Online registration will commence at [**time**] on [**day and date**]. Members are encouraged to participate in the AGM online, which will allow them to view a live webcast, ask questions in writing and vote. Further information on how Members can participate in the AGM is detailed in Attachment B.

**AGENDA**

***Ordinary Business***

The agenda usually contains the following elements

1. Welcome and apologies

2. Minutes of previous AGM

3. President’s report

4. CEO’s report (if applicable)

5. Presentation of Financial reports

6. Constitution amendments (if any)

7. Elections

8. Life Memberships (if any)

9. Appointment of the Auditor for the next financial year.

NB: There is usually no general business item on the agenda

***Special Business***

1. Amendment to the constitution

To consider, and if thought fit, pass the following resolution as a special resolution with or without amendment:

"That the Constitution of the Company is modified by:

1. inserting a new Article …

with effect from the close of the [**20xx]** Annual General Meeting of the Company in the manner outlined in the Explanatory Notes to this Notice of Meeting and set out in the amended Constitution tabled by the Chair of the Meeting and signed for identification."

**ATTACHMENTS**

A. Explanatory Notes

B. Virtual Meeting Guidelines (in case the meeting is held virtually)

C. Proxy Form

**By order of the Board**

**[Name]**

**Company Secretary**

**[date]**

**Attachment A**

**Explanatory Notes**

**Item 1**

**Item 2**

**Attachment B**

**Virtual Meeting Guidelines**

Members are encouraged to participate in the AGM online, allowing them to view a live webcast, ask questions in writing and vote.

Members will be able to participate in the Meeting online by visiting [**link**]

Online registration will open at [**time**] on [**day and date**] (*one hour before the meeting*). Information on how to log on, ask questions and vote online is set out below. For further details, please see the User Guide on our website at: [**link**].

Members and Proxy Holders can log in to the meeting by entering:

1. The meeting ID, which is - xxxxxxxxx.

2. You will then need to enter your AGM Login ID, which is located on your proxy form or your notification email.

3. Your password is xxxxx,

Attending the meeting online enables members to view the AGM live and to also ask questions and cast direct votes at the appropriate times whilst the meeting is in progress.

**Voting Online**

Once the polls are open, the resolutions and voting choices will appear. Members can vote by clicking on one of the applicable voting options that will be displayed on the screen. Members can change their vote at any time before the Chair closes the polls.

**Ask a question online**

Click this icon for the submission of written questions. Questions may be moderated or amalgamated if there are multiple questions on the same topic. To submit a question before the AGM, please email the company secretary at [**email id**]. The last day to submit questions before the virtual AGM will be [**day and date**].

**Attachment C**

**Proxy Form**

I............................................................................................................................... (full name)

of............................................................................................................................. (address)

being a Full Member of [**Name of Association]** hereby appoint

................................................................................................................................ (indicate “chairperson” or full name of Full Member)

of ................................................................................................................................ (address – not required if “chairperson” is the proxy)

being a Full Member of that Incorporated Association (if provided in the constitution), as my proxy to vote for me on my behalf at the general meeting of the Association (annual general meeting or special general meeting, as the case may be) to be held on the ............................ day of ............................. and at any adjournment of that meeting.

The Chairman of the Meeting intends to vote undirected proxies in favour of all items of business.

**Direct vote**

 mark this box if you would like your proxy vote to constitute a direct vote.

**Voting directions to your proxy**

For each item of business please mark X in one box only to indicate your voting instruction. If you do not specifically indicate how to vote below then your proxy can decide how to vote on any motion at the Meeting.

 **In favour Of Abstain**

**Amendment in constitution**

**Re-election / Election of Director**

**Election as Director, Ross Williamson**

.......................................................................

(Signature of Full Member appointing proxy)

Date................................................................

NOTE: A proxy may not be given to a person who is not a Full Member (in case this is provided in the constitution)

**GUIDE FOR COMPLETING YOUR PROXY FORM**

**1. Registered name and address**

This is your name and address as a Member as it appears in **[Name of Association]** Register of Members. If the information is incorrect, please correct it below.

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**2. Appointment of proxy**

If you want your proxy to be someone other than the Chair of the meeting, please insert their name or role on page 1.

If you leave this section blank or your named proxy is unable to attend the meeting then the Chair will be your proxy.

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**3. Voting directions to your proxy**

You **may** direct your proxy on how to vote on a given item of business by placing an X in one of the three boxes opposite that item. If you mark your vote, then your proxy must vote that way for your vote.

1. If you want your proxy to vote for the proposal cross the box under **In favour**.

2. If you want your proxy to vote against the proposal cross the box under **Against**.

3. If you do not want your proxy to vote at all regarding the proposal, cross the box under **Abstain**.

4. If you are undecided and want to leave the decision to your proxy at the meeting do **not** mark any box against the item and your proxy will decide how to vote at the meeting.

If you place an X in more than one box against an item, then the proxy will not know how to vote and your vote will be invalid and not count if a poll is taken.

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**4. Signature**

The Member must sign. If the proxy is signed under a power of attorney, please provide a copy of that document.

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**5. Lodging your proxy**

There are 2 ways for you to lodge your Proxy on this form or a sheet containing the details on this form. The two ways are,

1. **Mail** to reach the Company Secretary at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by no later than 6 pm on Monday 16 November 2020

OR

1. **Email** the details on this form or a scanned copy to the Company Secretary at

**[email** **Id]** no later than [**time**] on [**day and date] (as provided in the constitution]**.

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**If your postal / email address has changed please provide new details here -**