

NOTICE OF ANNUAL GENERAL MEETING

The 57th Annual General Meeting (AGM) of the Australia Japan Society of Victoria Inc

Monday 12th April 2021

5.30pm – 6.30pm

To be held virtually

Details to be circulated to registered participants prior to AGM

AGENDA

1. President's Opening Remarks
2. Apologies
3. Confirmation of Quorum
4. Minutes of the 56th Annual General Meeting (1)
5. President's Report (2)
6. Treasurer's Report (2)
7. Election of Officer Bearers for the Committee of Management
8. Election of other members of the Committee of Management
9. Confirmation of the Committee
10. General Business (3)
11. Close at 6.30pm

NOTES:

1. The Minutes are attached to this Notification.
2. These Reports will be emailed to registered attendees prior to AGM and available on request from the AJSV office following the AGM.
3. Questions may be dealt with under General Business and should be forwarded to the AJSV office no later than Tuesday 6th April 2021.

Important information for Members' attention prior to the Annual General Meeting

- o A quorum of 15 members is required for the AGM to take place.
- o In accordance with the AJSV Constitution, the Committee of Management comprises Office Bearers – President, Vice President, Treasurer and Secretary – and up to 10 Ordinary Members.
- o Members wishing to nominate for a position on the Committee of Management must complete the Nomination Form below. An eligible candidate must be a financial member nominated in writing by a proposer and seconder, each of whom is a financial member of the Society. Candidates must consent in writing. Nominations must be received by the Returning Officer by 12:00 noon on Tuesday 6th April 2021.
- o Members of the Committee are appointed for a maximum of two years. The two Co-Chairmen, two of the current Office Bearers, and two of the current Ordinary Members are seeking re-election. One Ordinary Member is retiring at this AGM, and not seeking re-election.
- o Each financial member, shall be entitled to vote.
- o A Corporate or Family Member shall nominate one person to exercise its vote.

The following table summarises the current list of Office Bearers and Ordinary Members of the Committee of Management to be confirmed at the AGM in accordance with the Constitution.

Office Bearers

Ross Ciaravolo	President	Retiring
Celeste Koravos	Vice President	Retiring
Deborah Vega	Secretary	Resigning
Jack Stanesby	Treasurer	Not due for re-election

Members

Yoshito Sagawa	Joint Honorary Chairman	Not due for re-election
Murray McLean	Joint Honorary Chairman	Retiring
Hiroko Yasunori	Ordinary Member	Not due for re-election
D'Arcy Butler	Ordinary Member	Not due for re-election
Mr Owen Boushel	Ordinary Member	Nominated for re-election
Mr David Buchanan	Ordinary Member	Nominated for re-election
Ms Jessica Stevens	Ordinary Member	Nominated for re-election
Mr Mitsuru Katada	Ordinary Member	Nominated for re-election



AGM ATTENDANCE

Monday 12th April 2021, 5.30pm - To be held virtually*

I/We _____ of _____

Will/Will Not attend the Annual General Meeting.

Telephone: _____

Email: _____

*Details for the virtual AGM will be emailed to registered attendees prior to AGM.

NOMINATION FORM

Please complete and return this Form by Tuesday 6th April if you wish to be nominated as a Committee Member.

We, the undersigned, hereby nominate

Who is a financial member of the Society, for the position of (please indicate either the relevant office bearer position or "Committee Member"):

Nominated by: _____ Signature _____

Seconded by: _____ Signature _____

Nominee: I accept the nomination (signature) _____

If you wish to submit a profile of your candidature (max. 200 words) to present at the Annual General Meeting please attach to this Nomination Form.

APPOINTMENT OF PROXY

Please complete and return if you are unable to attend the AGM in person and would like to vote

I _____ of _____

Being a financial member of the Society, hereby appoint

(Name) _____

Being a financial member of the Society, as proxy to vote on my behalf at the AGM to be held on 12th April 2021 and at any adjournment of that meeting. My proxy is authorised to vote in respect of any resolution(s) proposed at the AGM.

Signature _____ Date: _____

Complete and forward to:

The Returning Officer, Australia-Japan Society of Victoria Inc., PO BOX 2128, Forest Hill VIC 3131

OR By email: events@ajsvictoria.org.au **TO BE RECEIVED NO LATER THAN 12 NOON, TUESDAY 6th APRIL 2021.**