



Dear Member

NOTICE OF ANNUAL GENERAL MEETING 2024

This is to advise you of the upcoming Annual General Meeting (**AGM**) of the members of the National Aboriginal Community Controlled Health Organisation (**NACCHO**).

The details of the meeting are:

Date: 3 December 2024

Time: 11:30am AEDT (registrations commence at 8:00am AEDT)

Place: National Convention Centre Canberra, 31 Constitution Ave, Canberra ACT

Ordinary business of the Annual General Meeting

At the meeting, members will have the opportunity to:

- speak about any items on the agenda;
- vote on resolutions proposed; and
- endorse the new directors.

Members will be asked to:

- confirm the minutes of the last AGM held on 24 October 2023, Hyatt Regency Perth;
- confirm the minutes of the last EGM held on 24 October 2023, Hyatt Regency Perth; and
- endorse the Directors elected or appointed by the state and territory affiliates.

Voting

Voting representatives

Member organisations are entitled to have two voting representatives at the AGM. Members must provide to NACCHO at least **48 hours prior** to the date of the AGM:

- the name of their voting representatives; and
- confirmation that the delegates have been validly elected by members of their organisation.

At the AGM, voting representatives will be required to provide NACCHO with proof of their identity.

Proxies

Where a voting representative is not attending the AGM, a proxy may be nominated.

If either or both delegates of your member service will not be attending the AGM and your organisation wishes to nominate proxies, please fill in the attached 'Appointment of Proxy Form' for each delegate who will not be attending.

If one of your delegates is not attending the AGM, you must complete one Appointment of Proxy Form (which may be used to appoint your delegate attending the meeting). If both your delegates are not

attending, you must complete two Appointment of Proxy Forms.

The Appointment of Proxy Form must be signed by two Directors of your member organisation or by your member organisation's authorised attorney and must be received by NACCHO at least **48 hours prior** to the date of the AGM.

When information on voting representatives and/or proxy forms must be provided to NACCHO

The AGM will commence at 11:30am AEDT on 3 December 2024. This means that the information on voting representatives and/or proxy form must be received by NACCHO **no later than 11:30am AEDT on 1 December 2024**.

Mailed information on voting representatives and/or proxy forms should be addressed to:

**The Company Secretary
National Aboriginal Community Controlled Health Organisation
GPO Box 299
Canberra ACT 2601**

Information on voting representatives and/or proxy forms can also be sent by email to company.secretary@naccho.org.au or fax (02) 6248 0644.

Attachments

Attached to this notice are:

- the agenda for this meeting;
- the minutes of the last AGM;
- the minutes of the last EGM;
- Appointment of Proxy form (with guide and example); and
- NACCHO Code of Conduct for Members and Delegates.

Please contact company.secretary@naccho.org.au or phone Sarah Patrick (02) 6246 9318 or James McDonald 0438 444 852 if you need further information.

Yours sincerely



Erin McMullen
Company Secretary
NACCHO

12 November 2024