

# THE SIR RICHARD WILLIAMS FOUNDATION INC

[www.williamsfoundation.org.au](http://www.williamsfoundation.org.au)

**Chairman:**  
Air Marshal E.J. McCormack AO (Retd)

**Executive Officer**  
Group Captain A. Borzycki (Retd)



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## Notice of Annual General Meeting – Tuesday 31 October 2017

The Annual General Meeting of the Sir Richard Williams Foundation is to be held in the Alistair Swain Theatre, Brindabella Conference Centre, Building 35, Brindabella Business Park, at 1730h on Tuesday 31 October 2017.

In accordance with the Constitution, the position of Deputy Chair, Executive Officer and half the Board Director positions will become vacant at the 2017 AGM. Please note that while the position of Deputy Chair was vacated last year to enable the then-incumbent to stand for the position of Chair, to ensure the cycle of changeover of executives returns to the Constitutionally-mandated process, the Deputy Chair position will therefore be deemed vacant again at the 2017 AGM.

As the current Executive Officer will not be standing for re-election, and in recognition of the increasing overheads of managing the Foundation's business, the Executive Officer position will be split into Treasurer and Secretary in accordance with Section 5, paragraph 5.1.1 of the Constitution. Additionally, one of the Board members elected in 2016 has had to tender their resignation thereby creating an additional vacancy to be filled.

Accordingly, nominations for the following Board positions are sought from financial members:

- Deputy Chair one
- Treasurer one
- Secretary one
- Directors four

Nominees are expected to have the capacity to actively contribute to the running of Foundation activities. Proposers, seconders and nominees must be financial members of the Williams Foundation at the time of nomination. Nominations are to be made in writing, signed by two members of the association, with the written endorsement of the nominee. If insufficient nominations are received, further nominations may be invited from the floor at the AGM. A Board nomination form is attached.

Completed nomination forms should be lodged with the Returning Office, Sir Richard Williams Foundation by email to either [execo@williamsfoundation.org.au](mailto:execo@williamsfoundation.org.au) or [admin@williamsfoundation.org.au](mailto:admin@williamsfoundation.org.au) by close of business Monday 9 October 2017.

The agenda for the AGM will follow the following format:

1. Chairman's Opening Remarks
2. Elect Board members.
3. Receive the Income Statement and Balance Sheet for 2016/17
4. Consider the Special Resolutions.
5. Consider the appointment of the auditor.
6. Confirm the appointment of the Public Officer.
7. Other items as decided by the Chairman.

In accordance with the Constitution, a member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting. Proxy votes will not be considered as 'attendance' for the purpose of constituting a quorum.

The appointment of a proxy must be in writing, in the approved form (attached), and signed by the member making the appointment. The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.

A form appointing a proxy may be given personally to the Chair of the meeting before or at the commencement of the meeting. A form appointing a proxy sent electronically or by mail will be considered a valid proxy if received by the Foundation up to the commencement of the meeting.

One Special Resolution is proposed to enhance the approval processes for the payment of Foundation expenses or invoices of a value greater than \$5000.

Apologies and electronic proxy voting forms can be sent by email to:  
[execo@williamsfoundation.org.au](mailto:execo@williamsfoundation.org.au)

Air Marshal (Retd) Geoff Brown  
Chairman  
The Sir Richard Williams Foundation Inc  
22 September 2017

**Attachments:**

1. Board Nomination Form
2. Proxy Voting Form
3. Special Resolutions