



Notice of Annual General Meeting

22 October 2019

The Annual General Meeting of the Sir Richard Williams Foundation is to be held in the Alistair Swayn Theatre, Brindabella Conference Centre, Building 35, Brindabella Business Park, at 1730h on Tuesday 22 October 2019.

In accordance with the Constitution, the Secretary and several director positions will become vacant at the 2019 AGM.

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

- Secretary x One
- Directors x 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 admin@williamsfoundation.org.au by close of business Monday 30 September 2019.

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 2018/19
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, 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.

Apologies and electronic proxy voting forms can be sent by email to:

admin@williamsfoundation.org.au

A handwritten signature in black ink, appearing to be 'G. Brown', written in a cursive style.

Air Marshal (Retd) Geoff Brown AO
Chairman
The Sir Richard Williams Foundation Inc.

18 September 2019

Attachments:

1. Board Nomination Form
2. Proxy Voting Form
3. Special Resolutions
4. Constitution (Version 7, November 2017)