



Australia Japan
Society Victoria

NOTICE OF ANNUAL GENERAL MEETING

The 54th Annual General Meeting (AGM) of the Australia Japan Society of Victoria Inc
will be held at

12.00 pm on Monday 16th April 2018

The Avoca Room

International Chamber House (ICH)

Level 5, the Victorian Government office 121 Exhibition Street Melbourne

AGENDA

President's Opening Remarks

Apologies

Confirmation of Quorum

Minutes of the 53rd Annual General Meeting

President's Report*

Treasurer's Report*

Election of Officer Bearers for the Committee of Management

Election of other members of the Committee of Management

Confirmation of the Committee

General Business**

Close at 2:00pm

* Reports will be tabled at the meeting and available on request from the AJSV office following the AGM.

** Questions may be dealt with under General Business and should be forwarded to the AJSV office no later than Monday 9th April 2018.

Members are cordially invited to join the Committee for refreshments at the meeting's conclusion.

RSVP: Monday 9th April 2018

by returning the attached Attendance Form



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

- 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 Monday 9th April.
- o The President and the Vice-President are required to formally retire at this AGM having served their terms of two years. They may be nominated for re-election.
- o Ordinary members of the Committee are also appointed for a maximum of two years. Three of the current Ordinary Members are required to formally retire at this AGM, and may be nominated for re-election.
- o Each financial member, shall be entitled to vote.
- o A quorum of 15 members is required for the AGM to take place.
- 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	Not due for re-election
Robyn Heraud	Vice President	Retired. Nominated
Simon Peake	Secretary	Not due for re-election
Jack Stanesby	Treasurer	Retired. Nominated

Members

Yoshito Sagawa	Joint Honorary Chairman	Retired. Nominated
Murray McLean	Joint Honorary Chairman	Retired. Nominated
Deborah Vega	Ordinary Member	Not due for re-election
Celeste Koravos	Ordinary Member	Retired. Nominated
Hiroko Yasunori	Ordinary Member	Not due for re-election
Lynden Mullen	Ordinary Member	Not due for re-election



AGM ATTENDANCE

Monday 16th April 2018 at 12pm

I/We _____ of _____

Will/Will Not attend the Annual General Meeting.

Telephone: _____

Email: _____

NOMINATION FORM

Please complete and return this Form if you would like to be nominated as an Office Bearer or Ordinary 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 16 April 2018 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., 2/99 Queen Street Melbourne, VIC 3000

OR By email: events@ajsvictoria.org.au

TO BE RECEIVED NO LATER THAN 12 NOON, MONDAY 9TH APRIL 2018