

Dear Members,

Your health is of paramount importance to the Committee of National Council of Women of Victoria Inc.

Accordingly, in light of the continued uncertainty due to the restrictions and potential health risks created by the COVID-19, the Committee confirms the AGM, to be held on Thursday 3rd December, will be virtual via ZOOM.

To participate, Members need to advise NCWV of their intention to join the AGM so they can receive the ZOOM link.

We have attached the Advance Notice of the AGM, a Committee Nomination Form and Proxy Form. These are also available on the website: www.ncwvic.org.au

On 9th November we will send by email the formal Notice of the 2020 Annual General Meeting, Minutes of the 2019 AGM, together with a link to the 117th Annual Report and Financial Statements for 2019-2020. These will also be available on the website: www.ncwvic.org.au. We will not be sending a hard copy by post ahead of the 2020 AGM.

This email is to guide Members as to how to participate in the AGM.

IMPORTANT DATES

The key dates for action by email [info@ncwvic.org.au] – are:

- **12:00 Noon Wednesday 18th November 2020** - return of Committee Nomination Form and CV by email.
- **Monday 9th November 2020** - Notice of Meeting, Agenda and Minutes from 2019 together with a link to the 117th Annual Report and Financial Statements for 2019-2020 to be sent by email to Members.
- **12:00 Noon Monday 30th November 2020** - RSVP for ZOOM invitation to AGM
- **12:00 Noon Wednesday 2nd December 2020 – due date for return of completed Proxy Form by email**
- **12:15 pm Thursday 3rd December 2020 – AGM by ZOOM.**

COMMITTEE NOMINATION FORMS DUE 12:00 Noon Wednesday 18th November

In accordance with the NCWV Constitution [Rule 51 Nominations], nominations are called for ALL positions on the NCWV Committee for the Year 2020-2021. All nominations must be accompanied by a CV and forwarded by email to: info@NCWVic.org.au by 12:00 Noon on Wednesday 18th November 2020.

Instead of written signatures for moving, seconding and agreement of nominees, the email signature can be used.

Should there be more than one nominee for a position, a postal vote (by email) will be conducted. Carol Walters will be the Returning Officer to conduct the ballot.

PROXY FORMS DUE NOON Wednesday 2 December

Given the current restrictions and uncertainty about physical attendance, the Committee prefers that Proxy Forms are completed and returned by email to info@ncwvic.org.au by 12:00 Noon Wednesday 2nd December 2020.

Any queries please contact NCWV.