# CRAIG FAMILY CENTRE INC.

invites Members and Guests to our

## 2021 ANNUAL GENERAL MEETING

**VENUE:** Videoconference via Zoom (Zoom details are attached)

DATE: Tuesday 27 April at 2:15pm

RSVP attendance and / or nomination to Claire de Vos on 9885 7789 or

administration@craigfc.org.au

by COB Thursday 22 April 2021

Members are encouraged to nominate for Board positions.

Members who are unable to attend may nominate a proxy.

Nomination and Proxy forms accompany this invitation.

## AGENDA and NOTICE OF MEETING

1. Welcome and Apologies / Proxies

2. Minutes of previous meeting

3. 2020 Annual & Financial Reports

4. Appointment of 2021 Auditor ‘that ‘Accru+ be appointed auditor for 2021’.

5. Setting Annual Membership subscription –‘that the annual membership subscription for 2021 be $25 ($12.50 concession) payable by 31 December of that year’.

6. Election of 2021 Committee of Management, Office Bearers and up to six ordinary Committee Members. Resolution – *“that there be up to 6 ordinary committee members”*

Bob Stensholt, Secretary

Craig Family Centre AGM (via zoom)

Scheduled: 27 Apr 2021 at 2:15 pm to 2:45 pm. [Please register in advance for this meeting:](https://zoom.us/j/4054500470?pwd=UmFrVFRRWEV6eXRoSGk2b2VvcmxZUT09)

https://www.craigfc.org.au/annual-general-meeting---27-april-2021.html

(The link will be sent to you after registering)

# NOMINATION FORM

### 2021 CFC AGM

ELECTION TO THE 2021 COMMITTEE OF MANAGEMENT OF THE CRAIG FAMILY CENTRE INC

Nominations will be accepted from Craig Family Centre Members and may be lodged through this nomination form, or at the AGM on Tuesday 27 April 2021. Please return

this signed nomination form to the Secretary via email: administration@craigfc.org.au

I, (print name in full) …………………………………………….. a Craig Family Centre Member,

wish to nominate ……………………………………………….for the following role/s:

(Members may nominate for more than one role and may nominate themselves)

|  |  |
| --- | --- |
| Executive CoM Roles | Ordinary Member CoM roles |
| Chair |  | Communications & Marketing |  |
| Vice-Chair |  | Audit & Risk |  |
| Treasurer |  | Fundraising & Events |  |
| Secretary |  | Ordinary Member |  |

(Please tick box beside selected role/s)

Signed:………………………………………………. Date*: ……..../…..……/………*

Contact phone number: …………………………………………..

# APPOINTMENT OF PROXY FORM

## 2021 CFC AGM

I, .................................................................................

(full name)

of ...........................................................................................................................................

(address)

being a member of the Craig Family Centre (CFC) and **entitled to vote** hereby appoint:

□ The Chair of The Craig Family Centre or

□………………………………………………………………………………………………………

(full name of proxy)

of: …………………………………… ………………………………………………………………

(address)

being a CFC member **entitled to vote**, as my proxy to attend and vote on my behalf for the Annual General Meeting of CFC to be held on 27 April 2021 at 2:15 by videoconference.

Voting Instructions

I direct my proxy to vote on the items of business at the meeting, as set out below.

1. **Vote** for nominated Board of Management office-bearers and ordinary members □

2. **Vote** on any motions put to meeting □

....................................................................... ……………………..

(Signature of member appointing proxy)

Date: .............................................................