

Business Whangaparaoa Inc

Annual General Meeting Notice

You are cordially invited to attend the Annual General Meeting of

Business Whangaparaoa Incorporated

On Friday 10 December 2021 at 7.30 am

Via Online Google Meet link

AGENDA

1. Welcome
 2. Apologies
 3. Confirmation of Minutes from 2020 AGM
 4. Annual Reports – Chair and Manager
 5. Financial Reports – Treasurer
 6. Approval of Statement of Accounts
 7. Approval of the Income and Expenditure budget for the following year
Election of Executive Committee:
 8. Election of members – please read the information below for nomination procedure. The Nomination form is overleaf. Nominations close with Sarah Carr at 5.00 pm on Wednesday 8 December.
 9. Election of officers (Chairperson, Secretary and Treasurer) for 2021-22:
 - a. process for election of officers;
 - b. (if necessary) election of officers.
 10. General Business (items for information only)
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A person must be a Member of the Association to vote and stand for election to the Executive Board/Committee

Election of members to the Executive Committee - The procedure for nominations as detailed in Rule 15 of the constitution is as follows:

Nomination of candidates for election - shall be made in writing, signed by two Members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form); and

shall be delivered to the Secretary of the Association (Sarah Carr for the purposes of this AGM) by 5.00 pm on Wednesday 8 December 2021.

For more information please contact Sarah Carr. **Please RSVP your attendance** by emailing info@businesswhangaparaoa.co.nz by 5.00 pm on Wednesday 8 December 2021.

NOMINATION FORM

For nomination to stand for election to the Executive Committee of **Business Whangaparaoa Inc** at the Annual General Meeting held on 10 December 2021

Nominated position: Please tick one Chairperson Secretary Treasurer Committee

I (individual's name)

wish to stand for election to the Business Whangaparaoa Inc Executive Committee

Signature:

Business:

Address:

Name of nominee:

Contact ph/email:

1st Nomination by:

Signature:

Business:

Address:

Name of nominee:

Contact ph/email:

2nd Nomination by:

Signature:

Business:

Address:

Name of nominee:

Contact ph/email:

To be considered for election please return this nomination form to the Secretary by emailing this form to: info@businesswhangaparaoa.co.nz