**NOTICE OF ANNUAL GENERAL MEETING**

NOTICE is hereby given that the Annual General Meeting of the Melbourne Forum will be held on Tuesday 29 October 2024 at 5.30pm sharp at Mister Munro, 215 Little Collins Street, Melbourne.

**AGENDA**

1. Apologies.
2. Proxies.
3. To confirm the minutes of the 2023 AGM.
4. To receive, consider and adopt the Chair’s Report (to be presented by the Melbourne Forum Chair, John Ridley AM). The report will be available on the Melbourne Forum website after the AGM.
5. To receive, consider and adopt the Annual accounts statement (to be presented by the Melbourne Forum Treasurer, Richard Hilton).
6. Election of Directors.
7. General business which may be brought before the meeting in accordance with the Constitution.

Dr Jonathan Spear

Secretary, Melbourne Forum

Please complete the form below to signify your acknowledgement of receipt of this notice and to advise your attendance at the meeting

**REPLY** (to be emailed to [executiveofficer@melbourneforum.org.au](mailto:executiveofficer@melbourneforum.org.au))

|  |  |
| --- | --- |
| I will be attending the AGM |  |
| I am an apology for the AGM |  |

Completed RSVP and/or Proxy Forms should be returned by email to [executiveofficer@melbourneforum.org.au](mailto:executiveofficer@melbourneforum.org.au) no later than 5.00pm on Sunday 27 October 2024.

|  |  |
| --- | --- |
| Signed | ………………………………………………………………………….. |
| On date | …………………………………………………………………………… |

**PROXY FORM FOR ANNUAL GENERAL MEETING**

The Annual General Meeting of the Melbourne Forum is to be held Tuesday 29 October 2024 at 5.30pm sharp at Mister Munro, 215 Little Collins Street, Melbourne.

|  |  |
| --- | --- |
| Member’s Name | I,……………………………………………………………. |
|  | Being a member of the Melbourne Forum |
|  | Hereby appoint the following Melbourne Forum member |
| Nominee | ………………………………………………………………………. |
|  | Or failing him/her, the Chair of the Meeting as my proxy to vote for me and on my behalf at the Annual General Meeting of the Melbourne Forum to be held on Tuesday 29 October 2024 at 5.30pm sharp at Mister Munro, 215 Little Collins Street, Melbourne, and at any adjournment thereof. |
| Signed | ……………………………………………………………………………. | |
| On date | ……………………………………………………………………………. | |

Should you wish to direct your proxy how to vote, please indicate in the appropriate box otherwise your proxy may vote as he/she thinks fit, or abstain from voting

|  |  |  |
| --- | --- | --- |
|  | For | Against |
| To receive the Chair’s Report |  |  |
| To receive and adopt the Treasurer’s report |  |  |

Please email your proxy to [executiveofficer@melbourneforum.org.au](mailto:executiveofficer@melbourneforum.org.au)

NOTE

1. To be valid, this proxy form must have been received by email, [executiveofficer@melbourneforum.org.au](mailto:executiveofficer@melbourneforum.org) at least 48 hours before the Annual General Meeting.
2. A financial member entitled to vote at this meeting may appoint as a proxy any other financial member of the Melbourne Forum. A proxy form on which a name is not put in this space will be deemed to have appointed the Chair of the meeting as proxy.

Dr Jonathan Spear

Secretary, Melbourne Forum