



2020 Annual General Meeting

**Saturday
21 March
2020**

2.00-2.30 pm

INNOVATION LAB,
STATE LIBRARY
OF QUEENSLAND

Cultural Precinct, Stanley Place
South Brisbane Q 4101

The Annual General Meeting will form part of the World Home Economics Day Celebrations.

Agenda

1. Welcome and apologies
2. Correspondence
3. Confirmation of minutes of previous Annual General Meeting
4. Business arising from minutes
5. President's Report
6. Secretary's Report
7. Treasurer's Report
8. Auditor's Report
9. Appointment of Auditor
10. Reports from Committees
11. Appointment of Committee of Management

If you are not attending the Annual General Meeting and you wish to appoint a proxy, please complete the proxy form below and forward to the Secretary at the address below. Proxy forms must be in the hands of the Secretary before the meeting commences.

Nomination of Proxy

I, _____ *(print name in full)*

of _____ *(print full address)*

being a financial member of the Home Economics Institute of Australia Inc., am not able to be present at the HEIA(Q) Annual General Meeting to be held on Saturday 21 March 2020. I hereby appoint

_____ *(print full name)*

also a financial member of HEIA Inc. as my proxy to vote on my behalf at the Annual General Meeting to be held on Saturday 21 March 2020, and at any adjournment of that meeting.

Signature of member appointing proxy

Date

Please return to

**Secretary, HEIA(Q),
PO Box 581 Hamilton Central 4007
or scan and email to heiaq@heia.com.au.**



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Nomination Form

Nominations for the following positions can be made on the form below. Nominations may be submitted before or at the Annual General Meeting.

Committee of Management

- Vice President
- Secretary
- Treasurer
- National Council Representative
- Member of the Committee of Management

I, _____ being a financial member of the Home Economics Institute
of Australia Inc., wish to nominate _____ *(print full name of nominee)*
for the position of _____ *(print position to be filled)*

Signature of Nominator

Signature of Seconder

I, _____ being a financial member of the Home Economics Institute
of Australia Inc., wish to accept nomination for the position of _____

Signature of Nominee

Date

Subcommittees

Subcommittees include: Newsletter, Professional Development, Conference, Website and Student Liaison. It is not necessary to be a member of the Committee of Management to participate in a subcommittee and there is no need to be nominated, just express your interest.

I, _____ *(please print name)* being a financial member
of the Home Economics Institute of Australia Inc., wish to express an interest in being a member of the

Subcommittee and can be contacted by telephone on _____

Email on _____

Please return to

**Secretary, HEIA(Q),
PO Box 581 Hamilton Central 4007**