

THE SIR RICHARD WILLIAMS FOUNDATION INC

www.williamsfoundation.org.au

Chairman:
Air Marshal E.J. McCormack AO (Retd)

Executive Officer
Group Captain A. Borzycki (Retd)



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KINGSTON ACT 2604

chairman@williamsfoundation.org.au
ABN 25 204 613 891

Notice of Annual General Meeting – Tuesday 20 October 2015

The Annual General Meeting of the Sir Richard Williams Foundation is to be held in the Alistair Swayn Theatre, Brindabella Conference Centre, Building 35, Brindabella Business Park, at 1730 on Tuesday 20 October 2015.

In accordance with the Constitution, the position of Deputy Chair, Executive Officer and half the Board member positions will become vacant. The ongoing Editor vacancy is also available for filling. Therefore, nominations for the following Board positions are sought from financial members:

- | | |
|---------------------|------|
| • Deputy Chairman | one |
| • Executive Officer | one |
| • Editor | one |
| • Members | four |

Proposers, seconders and nominees must be financial members of the Williams Foundation at the time of nomination. Nominations are to be made in writing, signed by two members of the association, with the written endorsement of the nominee. If insufficient nominations are received, further nominations may be invited from the floor at the AGM.

Completed nomination forms should be lodged with the Returning Office, Sir Richard Williams Foundation, PO Box 5266 KINGSTON ACT 2604, or by email to execo@williamsfoundation.org.au, by close of business Friday 16th October 2015.

The agenda for the AGM will follow the following format:

1. Chairman's Opening Remarks
2. Elect Board members.
3. Receive the Income Statement and Balance Sheet for 2013/14
4. Consider any Special Resolution.
5. Consider the appointment of the auditor.
6. Confirm the appointment of the Public Officer.
7. Other items as decided by the Chairman.

In accordance with Paragraph 14.2.16 of the Constitution, amended at the 2014 AGM, proxy votes are now accepted. A member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting. Proxy votes will not be considered as 'attendance' for the purpose of constituting a quorum as required in Paragraph 14.2.6.

The appointment of a proxy must be in writing, in the approved form (attached), and signed by the member making the appointment. The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.

A form appointing a proxy may be given personally to the Chair of the meeting before or at the commencement of the meeting. A form appointing a proxy sent electronically or by mail will be considered a valid proxy if received by the Foundation up to the commencement of the meeting.

Apologies and electronic proxy voting forms can be sent by email to:
execo@williamsfoundation.org.au

Errol J McCormack
Chairman
The Sir Richard Williams Foundation Inc
11 September 2015