

Notice of National Association for Loss & Grief (NSW) Inc. Annual General Meeting 2018

The National Association for Loss & Grief (NSW) Inc. hereby advises that the Association will meet for the purposes of conducting an Annual General Meeting (AGM) for 2018.

The NALAG (NSW) Inc. Annual General Meeting (AGM) will be held on:

DATE: Tuesday 20 November 2018
TIME: 2.00 pm – 3.00pm
VENUE: NALAG Centre for Loss & Grief Dubbo
7 Welchman Street
DUBBO. NSW

All NALAG (NSW) Inc. Members are welcome to attend the AGM. The formal part of the AGM will take around one (1) hour and will address items listed on the attached Agenda.

The AGM will be held at the NALAG Centre for Loss & Grief Dubbo (see venue address above)

All members unable to travel to Dubbo will be able to participate in the meeting via Redback Conferencing at a Branch Office near you. Please contact your local branch for further details.

Nominations of Office Bearers

All Members of NALAG (NSW) Inc. are invited to nominate and be nominated for all positions on the NALAG (NSW) Inc. Board of Management. Attached is a Nomination Form, which you are encouraged to complete and return by close of business, Tuesday 13 November 2018 to:

The Secretary NALAG (NSW) Inc.
PO Box 379
Dubbo NSW 2830

Nomination forms can also be **faxed to 02 6884 9100** or **emailed to contact@nalag.org.au**

Proxy Voting

If you wish to vote by proxy, please complete the prescribed form attached and return by close of business on Monday 19 November 2018 to:

The Secretary NALAG (NSW) Inc.
PO Box 379
Dubbo NSW 2830

Proxy voting forms can also be faxed to 02 6884 9100 or emailed to contact@nalag.org.au

National Association for Loss & Grief (NSW) Incorporated
Annual General Meeting

To be held at the NALAG Centre for Loss and Grief in Dubbo Tuesday 20 November 2018.

ABN 15 910 650 287

**NATIONAL ASSOCIATION FOR LOSS AND GRIEF (NSW) INCORPORATED
FORM OF APPOINTMENT OF PROXY**

I,

.....
(Full name)

of

.....
(Address)

Being a Member of the
National Association for Loss and Grief (NSW) Incorporated, hereby appoint

.....
(Full name of proxy)

of

.....
(Address)

being a Member of NALAG (NSW) Inc. as my proxy to vote for me on my behalf at the NALAG (NSW) Inc. Annual General Meeting to be held on the Tuesday 20 November 2018, and at any adjournment of that meeting.

.....
Signature of Member appointing proxy

.....
Date

NOTE: A proxy vote may not be given to a person who is not a Member of the Association.

NOTES

1. This proxy form must be received by mail or fax no later than 5.00 pm on Monday 19 November 2018 at NALAG (NSW) Inc. PO Box 379 Dubbo 2830 or Faxed to 6884 9100.
2. Financial NALAG (NSW) Inc. members and NALAG (NSW) Inc. Life Members only, may give or accept proxy votes.
3. No member may hold more than 5 proxies.
4. To obtain further forms email contact@nalag.org.au or photocopy this form.

Nomination Form:

Election to the Board of Management of NALAG (NSW) Incorporated 2018/2019

All NALAG (NSW) Inc. Members are invited to nominate members for the NALAG (NSW) Board of Management. Board Members are Volunteers and need to be able to give of their time to NALAG (NSW) Inc. for a variety of planning, organisational and clinical tasks as well as to provide advice and guidance for the governance of NALAG (NSW) Inc. The Board meets monthly via a telephone link.

The NALAG (NSW) Inc. Board of Management is comprised of seven members; four positions are office bearers: President, Deputy President, Secretary/Public Officer, and Treasurer. There are three 'Ordinary Members'.

Nominations must state the positions for which the candidate is standing. The proposer, seconder and nominee (person accepting nomination) must all be current financial members or life member at the time of nomination (i.e. renewed membership since 1 July 2018).

The nomination form must be received at the address below by Tuesday 13 November 2018.

Nomination Form

I, _____
(Your Name)

Wish to nominate _____
(Name of Nominee)

For the position of _____
(e.g. President, Deputy President, Treasurer, Secretary/Public Officer, Ordinary Member)

of the Board of Management of NALAG (NSW) Inc. for the year 2018-2019.

NOMINATOR: Name _____

Signature _____ Date _____

SECONDER: Name _____

Signature _____ Date _____

**NOMINEE
CONSENT:** Name _____

Signature _____ Date _____

NOMINEE'S ADDRESS: _____

Please return to NALAG (NSW) Inc. AGM, PO Box 379, Dubbo NSW 2830 or by Fax 6884 9100

AGENDA

National Association for Loss & Grief (NSW) Incorporated. Annual General Meeting 2018

To be held on Tuesday 20 November 2018
Between 2.00pm – 3.00pm at
The NALAG Centre for Loss & Grief- Dubbo

1. Welcome by Julie Dunsmore AM, President NALAG (NSW) Inc.
2. Apologies and Confirmation of the Minutes of the 2017 Annual General Meeting.
Motion 1: That the minutes of the National Association for Loss & Grief (NSW) Inc. Annual General Meeting 2017 be confirmed as a correct record.
3. **President's Report**
Motion 2: That the President's report as presented be received.
4. **Treasurer's Report**
Motion 3: That the Audited Financial Statement for the year ended as at 30 June 2018 be adopted.
5. **CEO NALAG (NSW) Inc. Report including Centre for Loss & Grief Dubbo**
Motion 4: That the CEO's report as presented be received.
6. **Branch Reports:-**
 - Dubbo Centre
 - Mudgee Centre
 - Bellingen Nambucca Shires Branch Miindala
 - Hunter Education Branch
 - Sydney Telephone Grief Support Branch**Motion 5:** That the Branch reports as presented be received. To be received at NALAG Head Office Dubbo prior to the AGM.
7. **Election of the Board of Management 2018/2019**
Motion 6: That the positions of all NALAG board members be declared vacant and nominations called for new board members.
8. **Appointment of Auditor**
Motion 7: That "Visionary Accounting" Dubbo be appointed as auditor for 2018-19 financial year.
9. **Amendment to NALAG Constitution**
Motion 8: That proposed amendments to NALAG constitution be accepted by members (see appendix A for proposed changes to NALAG Constitution).

CLOSE

Appendix A – Proposed changes to the NALAG Constitution

- Proposition 1: That the superseded NALAG logo on page 1 be replaced with the new NALAG logo
- Proposition 2: That a change register table be included on page 4 of the Constitution
- Proposition 3: That the reference to the Associations Incorporation Regulation 1999 be updated to Associations Incorporation Regulation 2016 (page 6)
- Proposition 4: That details of Friends of NALAG be included in the constitution under a new section labelled 6.10 (page 12) . These details will read as follows:

6.10 Friends of NALAG

Associate Members/Friends of NALAG shall:

- i. Be an individual over the age of eighteen (18);
- ii. Complete the appropriate Application for Friends of NALAG Membership;
- iii. Agree to abide by Constitution and Rules of NALAG (NSW) Inc. and the NALAG (NSW) Code of Ethics.
- iv. Not have voting rights.

The following applies to Friends of NALAG:

- (a) Application for Friends of NALAG Membership shall be in writing in such form and in such manner as the Board may, from time to time prescribe, and every applicant for Friends of NALAG Membership shall sign an undertaking to be bound by the provisions and regulations of the Association. The Board may refuse any application for Associate Membership without assigning any reason therefore.
 - (b) The Secretary of the Association shall establish and maintain a Register of Friends of NALAG Members of the Association specifying the category of membership, name, address, agency and the date on which Friends of NALAG Membership commenced.
 - (c) The Register of Members and Associate Members shall be kept at the principal place of administration of the Association and shall be open for inspection free of charge by any Member or Associate Member of the Association or its representative at any reasonable hour.
 - (d) Friends of NALAG are not required to pay a membership fee.
 - (e) No Friend of NALAG Member of the Association shall under any circumstances receive any profit or gain, either directly or indirectly, from the Association or its associated activities without the permission of the Board and provided any conflict of interest is declared at a general meeting or minuted meeting of the Board of the Association.
- Proposition 5: That the reference to the Associations Incorporation Act (NSW) 1984 be updated to the Associations Incorporation Act (NSW) 2009 (page 17)