

Notice of Annual General Meeting

Notice

A 2023 Annual General Meeting (**Meeting**) of the Members of Brisbane Youth Service Inc IA01510 (**Association**) will be held in-person:

- (a) on 21 November 2023;
- (b) at 3:30pm (Brisbane - AEST time);

Brisbane Youth Service, 42 McLachlan Street, Fortitude Valley QLD 4006. The business to be considered at the Meeting is set out below.

*Capitalised terms used in this notice of meeting (**Notice**) have the meaning given to them in the Association's rules (**rules**) unless specified otherwise.*

Business

1. Welcome and acknowledgement

2. Guest Speaker/s

To hear from service users about their experiences.

3. President's report

To receive and consider the President's report for the preceding financial year.

4. Treasurer's report and adoption of audited financial statements

To:

- (a) receive and consider the Treasurer's report for the preceding financial year; and
- (b) consider and if thought fit pass the following resolution as an ordinary resolution:

'That the annual financial statements and the auditor's report for the year ended 30 June 2023 be adopted.'

5. CEO's report

To receive and consider the CEO's report for the preceding financial year.

6. Approval of the minutes of previous annual general meeting

To receive and consider the minutes of the Association's previous annual general meeting.

7. Re-election and election of members of the Management Committee of the Association (Board)

To consider and if thought fit pass the following separate ordinary resolutions:

'That each of the following persons be re-elected as member of the Board:

- (a) Admire Matsika
- (b) Shelley Sorrenson
- (c) Anna Spencer

'That each of the following persons be elected as new members of the Board:

- (d) Timothy O'Brien

8. Appointment of auditors

To consider and if thought fit pass the following resolution as an ordinary resolution:

'That Pitcher Partners be appointed as auditors of the Association for the financial year ending 30 June 2024.'

9. Other business

To transact any other business which may legally be brought before the Meeting.

Shelley Sorrenson

Secretary of Brisbane Youth Service Inc

3 November 2023

Date

Encl:

Attachment 1: Annual Financial Statements and the Auditor's Report for the year ended 30 June 2023

Attachment 2: Proxy Form

Explanatory statement

This explanatory statement forms part of this Notice and should be read in conjunction with it.

This explanatory statement has been prepared to provide the Members of the Association with information in connection with the Meeting to be held at Brisbane Youth Service, 42 McLachlan Street, Fortitude Valley QLD 4006 on 22 November 2022 at 3:30pm (Brisbane time);

Item 1 – Welcome and acknowledgement

Welcome to attendees and acknowledgement of traditional custodians.

Item 2 – Guest speakers

Members will hear from current service users about their personal challenges and the support they have received from the organisation.

Item 3 – President's report

The President's report for the preceding financial year will be presented to the meeting for comment and consideration.

Members will be given a reasonable opportunity at the meeting to ask questions and make comments on the President's report.

Item 4 – Treasurer's report and adoption of audited financial statements

The Treasurer's report for the preceding financial year will be presented to the meeting for comment and consideration.

Pursuant to the *Associations Incorporations Act 1981* (Qld) (the **Act**), the Board must ensure that the requirements under the Act relating to the financial statements of the Association are met for each financial year.

In accordance with the Act and the rules, the Association's financial statements for the year ended 30 June 2022 and the auditor's report relating to those financial statements will be put before the Meeting for adoption.

Members will be given a reasonable opportunity at the meeting to ask questions and make comments on the financial statements or the reports.

Item 5 – CEO's report

The CEO's report for the preceding financial year will be presented to the meeting for comment and consideration.

Members will be given a reasonable opportunity at the meeting to ask questions and make comments on the CEO's report.

Item 6 – Approval of the minutes of previous annual general meeting

Minutes of the Association's previous annual general meeting held on 23rd November 2021 will be put before the Meeting for adoption.

Item 7 - Re-election and election of members of the Board

Clause 18(3) of the rules provides that at each annual general meeting, half of the members of the Board must retire from office, but are eligible, on nomination, for re-election. Clause 19(1) of the rules provides a member of the Board must be elected at the annual general meeting. Clause 19(3) of the rules also provides that a list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven days immediately preceding the annual general meeting.

Attending and voting at the Meeting

A Member may take part and vote in a general meeting in person, by proxy, by attorney or by using technology that reasonably allows the Member to hear and take part in discussions as they happen.

If it becomes necessary to make alternative arrangements for holding the Meeting, the Association will ensure that Members are given as much notice as possible.

Appointment of proxy

Under the rules, a Member who is entitled to attend and vote at the meeting may appoint a proxy to attend and vote on behalf of that Member by completing the enclosed proxy form and providing this form to the secretary in accordance with the below requirements.

1. A proxy need not be a Member of the Association.
2. To be effective, the Association must receive the completed proxy form and, if the form is signed by the Member's attorney, the authority under which the proxy form is signed (or a certified copy of the authority) before the start of the Meeting. The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.
3. Proxies may be lodged with the Association as follows:

Shelley Sorrenson
Secretary, Brisbane Youth Service Inc
Address: PO Box 1389, Fortitude Valley QLD 4006
Email: board@brisyouth.org
4. A proxy may decide whether to vote on any motion, except where the proxy is required by law or the rules to vote, or abstain from voting, in their capacity as proxy. If a proxy is directed how to vote on an item of business by the appointer, the proxy may vote on that item only in accordance with the direction. If a proxy is not directed how to vote on an item of business, the proxy may vote as they consider appropriate.
5. If a Member appoints the chairperson of the Meeting as the Member's proxy and does not specify how the chairperson is to vote on an item of business, the chairperson will vote, as proxy for that Member, in favour of that item.

Item 8 – Appointment of auditors

Clause 36(1)(c) of the rules provide that at each annual general meeting of the association, an auditor or accountant for the current financial year must be appointed.