

Notice is given that the 2021 Annual General Meeting of the Company will be held at 5:30pm AEDT on Thursday 18 November 2021 online via Zoom. Please visit the YWCA website [www.ywca.org.au](http://www.ywca.org.au) for further information on the AGM and to register your attendance.

A Zoom link will be provided to access the meeting 24 hours beforehand.

You must register by Tuesday 16 November 5:30pm AEDT to receive the Zoom link.

This Notice of Meeting sets out the business to be put to Members at the AGM.

1 **President's address**

2 **CEO report on 2021 operational and financial results**

3 **Financial and other reports**

To receive and consider the financial report of the Company and the reports of the Directors and Auditor for the financial year ended 30 June 2021.

*YWCA Australia Financial Statements will be uploaded to <https://www.ywca.org.au/annual-reports/> on 18 October 2021.*

4 **Announce election of Directors**

To declare the results of the Director Election. Three Directors as duly elected in accordance with the Constitution of the Company and for all other purposes.

5 **Announce election of Nominations Committee Members**

To declare the results of the Nominations Committee Member Election. Two Committee Members as duly elected in accordance with the Constitution of the Company and for all other purposes.

6 **Other business**

6.1 To deal with any other business which may be brought forward in accordance with the Company's Constitution, the Corporations Act and the ACNC Act.

6.2 Life Member announcement

Members will be given the opportunity to pose questions to the Board, the Executive and the Auditor. The explanatory memorandum that accompanies and forms part of this notice describes in more detail the matters to be considered. Members should read the explanatory memorandum in full.

Dated 5 October 2021

By order of the Board

Signed for and on behalf of the Company



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Kate O'Donohue - Company Secretary

## IMPORTANT INFORMATION

### 1 **Voting**

There are no resolutions to be put to the Membership at the AGM.

Director and Nominations Committee Member Elections will be held by ballot. The voting period for the elections is 8 October – 1 November 2021. The Chair will announce the results of the elections at the AGM.

In the event that a valid resolution is proposed at the AGM, each attending Member will have one vote and, given it will be a virtual meeting, a poll will be carried out using the technology available through the meeting platform.

### 2 **Quorum**

There must be a minimum of 30 members of the Company, present at the Annual General Meeting to constitute a quorum. This means 30 members need to be logged on to Zoom ready for the Meeting to commence. If a quorum is not present within 30 minutes of the scheduled start time, the meeting will be adjourned to another day, time and place as the Directors specify.

## Explanatory memorandum

This explanatory memorandum is dated 5 October 2021.

### 1 **Financial report, Directors' report and Auditor's report**

The financial report, Directors' report and Auditor's report are included in the 2021 Financial Statements, which will be available on 18 October 2021 on the Company's website at <https://www.ywca.org.au/annual-reports/>

Members are not required to vote on this item of business.

During this item of business, members will have the opportunity to ask questions about and comment on the Company's management, operations, financial position, business strategies and prospects.

Members will also have the opportunity to direct questions to the Auditor, or to the extent relevant to the conduct of the audit of the Company, the preparation and contents of the Auditor's Report, the accounting policies adopted by the Company in the preparation of its financial statements and the independence of the Auditor.

### 2 **Elections**

2.1 Members have been invited to vote for the election of three Directors, one of whom will be a Young Woman. The Chair will announce the elected Directors at the AGM.

2.2 Members have been invited to vote for the election of two Nominations Committee Members. The Chair will announce the elected Nominations Committee Members at the AGM.