



# Australia-Japan Society In Far North Queensland Inc.

PO Box 2188 Cairns, Queensland 4870 - Email: [president@ajsfhq.org.au](mailto:president@ajsfhq.org.au)  
Website Link: [www.ajsfed/ajsfhq.com.au](http://www.ajsfed/ajsfhq.com.au)

22nd September 2009

(Notice Announcement – 4 Pages)

## NOTICE OF ANNUAL GENERAL MEETING 2009

Notice is hereby given that on at **6.15pm Thursday – 22nd October 2009** the Australia-Japan Society in Far North Queensland Inc. will hold its Annual General Meeting for all members at:

**The Board Room - WHK Greenwoods Office – Mulgrave Road, Cairns Q 4870**

(For Entry, arrangements will be made to meet you at the front door on Mulgrave Road)

A draft agenda for the AGM is attached. The minutes of the previous AGM and audited financial Report will be available at the meeting. The following Officers and Committee maybe elected at the 2009 AGM:

- |   |                                      |
|---|--------------------------------------|
| ○ President:                                    | Vice President:                      |
| ○ JSC Coordinator (A dual role and possible VP) | General Secretary:                   |
| ○ Treasurer:                                    | Student Scholarship Coordinator:     |
| ○ Membership Secretary:                         | Newsletter / Public Relations:       |
| ○ Local School Awareness Officer:               | Events Coordinator:                  |
| ○ Japanese Community Awareness Officer:         | Cairns Regional Council Coordinator: |
| ○ Committee Members (Max 3)                     |                                      |

A Committee nomination form is attached, and we welcome nominations or any member or interested party for these positions, prior to the AGM. (Please see the nomination form below) If you are a Corporate / Business / Member of the AJS, please ensure that someone is representing your organisation at this year's AJS AGM to ensure that we have a quorum, and so that you have a view on the AJS future.

Our intention is to keep this official meeting as short as possible, approximately 45 minutes and we also invite you to stay after the meeting and enjoy some refreshments with fellow AJS members.

**Please RSVP by email by the close of business on the 20<sup>th</sup> October 2009.**

M: **PO Box 2188, Cairns Q4870.** / E: [president@ajsfhq.org.au](mailto:president@ajsfhq.org.au)

\*\*\*\*\*

TO: Australia-Japan Society in Far North Queensland Inc.: (Please Print)

Name of Member / Organisation: \_\_\_\_\_

**I \*/ we\* WILL\* or WILL NOT\*** be able to attend this AGM. (\*Please delete not applicable)

Name of any representative attending / or meeting apology from: \_\_\_\_\_



Australia-Japan Society  
In Far North Queensland Inc.

**AGENDA FOR ANNUAL GENERAL MEETING – 2009**

To be held: **6.15pm on Thursday 22nd October 2009**

**The Board Room / WHK Greenwoods Office / Mulgrave Road, Cairns Q4870**

**Business:**

1. Presidents Welcome and opening the meeting.
2. Apologies
3. Minutes of the 2008 Annual General Meeting.
4. Business arising from the 2008 AGM Minutes.
5. Correspondence both in and out relating to the AGM.
6. Presidents Report.
7. Treasurer's Report:
  - Statement of financial performance and current position
  - Auditor's Report
8. A members vote by regarding proposed changes to the Constitution associated with the committee criteria and membership fees.
9. Election of 2010-11 Office Bearers and Committee.
10. Appointment for a 2010 Auditor.
11. General Business.
12. Date of next and first 2010 Committee meeting.
13. Meeting Close.
14. Refreshments. (Drinks and finger food)



Australia-Japan Society  
In Far North Queensland Inc.

**ANNUAL GENERAL MEETING – 2009**

To be held: 6.15pm on Thursday 22<sup>nd</sup> October 2009

**The Board Room / WHK Greenwoods Office / Mulgrave Road, Cairns Q 4870**

**PROXY FORM**

I, \_\_\_\_\_ of \_\_\_\_\_,

Being a current paid member of the above named Society I hereby appoint:

\_\_\_\_\_ of \_\_\_\_\_

or failing him / her I appoint

\_\_\_\_\_ of \_\_\_\_\_

As proxy to vote for me on my behalf at the AJS FNQ Annual General Meeting as indicated above.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Organisation: \_\_\_\_\_

Telephone contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Facsimile: \_\_\_\_\_

**PLEASE RETURN BY 5PM – Tuesday 20<sup>th</sup> OCTOBER 2009**



Australia-Japan Society  
In Far North Queensland Inc

**AGM Notification 2009-10**

**COMMITTEE NOMINATION FORM**

I ..... (Your Name)

Of ..... (Your Address)

Being a current paid member of the Australian Japan Society FNQ Inc. I hereby nominate the following members to be the officers / committee for the AJS 2009-10.

All nominated AJS Office Bearers & Committee members nominated below need to sign below to accept their individual nomination on this form.

**Name:**

- President: ..... Sign: .....
- Vice President: ..... Sign: .....
- Joint VP + JSC Coordinator: ..... Sign: .....
- General Secretary: ..... Sign: .....
- Treasurer: ..... Sign: .....
- Student Scholarship Coordinator: ..... Sign: .....
- Membership Secretary: ..... Sign: .....
- Newsletter & Public Relations: ..... Sign: .....
- Local School Awareness Officer: ..... Sign: .....
- General Events Coordinator: ..... Sign: .....
- Japanese Community Awareness Officer:..... Sign: .....
- Cairns Regional Council Coordinator: ..... Sign: .....

**AJS FNQ General Committee: (3)**

- 1..... Sign .....
- 2..... Sign.....
- 3..... Sign.....

Please Note: As a 2009-10 paid member of AJS FNQ you are eligible to nominate yourself or any other paid AJS FNQ Member for an office or Committee position.

Please forward this completed AJS Nomination Form to the current Secretary / President **prior to** the announced AGM date. Or you may post to PO Box 2188 Cairns Qld 4870

**(Notice Conclusion – 4 Pages)**