

MANNINGHAM U3A INC
Registration No. A0026531J

Twenty-Seventh Annual General Meeting

Wednesday, 14 March 2018 at 12.15 pm

Notice is hereby given that the Twenty-Seventh Annual General Meeting of Manningham U3A Inc. will be held on Wednesday, 14 March 2018, in The Pines Function Room, The Pines Learning and Activity Centre, 520 Blackburn Road, Doncaster East.

Order of Business

1. Welcome and acceptance of apologies.
2. To confirm the Minutes of the last Annual General Meeting of 15 March 2017.
3. Business arising from the Minutes of the Annual General Meeting.
4. To receive, consider and adopt the Annual Report.
5. To receive the Statement of Accounts and Auditor's Report for the period 1 January 2017 to 31 December 2017.
6. Presentation of Awards.
7. Transact any other business as submitted one week prior to the Meeting.
8. Election of Committee of Management Members for 2018.

A light luncheon will follow the meeting

Alita Mossop
Secretary

All positions on the Committee of Management are declared vacant each year. The positions are – President, Vice President, Secretary, Treasurer, Enrolments Manager, Office Manager, Curriculum Manager, Communications Manager, and Equipment Manager.

Members interested in nominating for a position on the Committee of Management should have a commitment to the objectives of the organisation and be prepared to accept an appropriate responsibility for an aspect of its management. Current role descriptions of the Committee of Management members are available in the Resource Folder in the Office.

Nominations of candidates for election as officers of the Committee of Management shall be in writing on the appropriate form. Forms must be signed

by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form) and must be delivered to the Secretary by 3.00pm on Tuesday 6 March 2018.

Nomination forms for the election of Committee of Management Members are available from the Office.