



Victorian Commercial Teachers Association

Carringbush Business Centre
Level 2, 134-136 Cambridge Street, Collingwood VIC 3066
PO Box 361, Abbotsford VIC 3067, Australia
p] +61 3 9419 9622 f] +61 3 9419 1205 e] vcta@vcta.asn.au

February 2012

Dear Member

The **VCTA Annual General Meeting** is scheduled for Thursday 10 May 2012 and attached are associated nomination forms for the Board of Directors.

Twelve Board positions are available with VCTA individual members eligible to be a nominee, proposer or seconder. You may view the Board of Director duties and the VCTA Memorandum and Articles of Association on the website www.vcta.asn.au. Alternatively you may request a copy by contacting VCTA on 03 9419 9622 or email vcta@vcta.asn.au. VCTA has appointed VCTA Life Member Alex Robins, as the returning officer.

We encourage and invite all financial individual members to consider nominating. Nominations close at 4pm on Friday 16 March and must be received by the returning officer by this date and time. Should more than twelve nominations be received the returning officer will call a ballot with information posted to members on Monday 16 April 2012.

Thank you in anticipation of your ongoing support of VCTA.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Tony Kuc', is positioned above the printed name.

Tony Kuc
President



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**Victorian Commercial Teachers Association
58th Annual General Meeting**

Thursday 10 May 2012 at 6.00pm

Suite 2 (**Ground Floor** of VCTA premises), Carringbush Business Centre,
134–136 Cambridge Street, Collingwood

A G E N D A

1. Welcome and apologies and proxy registrations
2. Confirmation of previous AGM minutes
3. Reports
 - 3.1 President's Report
 - 3.2 Treasurer's Report
 - 3.3 Auditor's Report
4. Declaration of poll – Board of Directors 2012
5. Election of office bearers
 - 5.1 President
 - 5.2 Senior Vice-president
 - 5.3 Vice-president
6. Appointment of auditor for 2012/2013
7. Other business
 - Special recognition
8. Date of next AGM



Notice of Annual General Meeting and Nominations for Board of Directors 2012

Notice is given that the Annual General Meeting of VCTA will be held at Carringbush Business Centre Room, Suite 2 (**Ground floor** of VCTA premises), 134–136 Cambridge Street, Collingwood on **Thursday 10 May 2012 at 6.00pm**.

Individual (financial) members are invited to nominate for the Board of Directors of the Association. VCTA has appointed VCTA Life Member Alex Robins, as the Returning Officer. All nominations must be received by the Returning Officer (details below) by 4.00pm on Friday 16 March 2012.

Nominations are called for **twelve Board Directors**. Directors' duties may be viewed on the VCTA website www.vcta.asn.au or contact VCTA on 03 9419 9622 and a copy will be forwarded to you.

Nominations, which must be in writing and comply with the Memorandum and Articles of Association of VCTA, must reach the Returning Officer at VCTA **no later than 4.00pm on Friday 16 March 2012**.

NB: Nominee, Proposer and Secunder must be Individual (financial) members of VCTA.

Address for lodging nominations

By post: Returning Officer, VCTA, PO Box 361, Abbotsford VIC 3067

By hand: Returning Officer, VCTA, Carringbush Business Centre, Suite 201, Level 2, 134–136 Cambridge St, Collingwood VIC 3066

Ballot

If a ballot is necessary, voting material will be posted on Monday 16 April 2012 to eligible members at the address shown in the Association's records. The ballot will close at 6.00pm on Wednesday 9 May 2012.

Alex Robins – Returning Officer, phone (03) 9560 1387

February 2012



Board of Directors Nomination Form

Name _____

Address _____

Ph (bus) _____

Ph (home) _____

Email _____

I accept nomination for the Board of Directors for 2012.

_____/_____/2012

[Signature]

Name of Proposer _____

_____/_____/2012

[Signature]

Name of Secunder _____

_____/_____/2012

[Signature]