

## NOTICE OF ANNUAL MEETING

### ELECTION OF PRESIDENT, VICE PRESIDENT 2024 – 2025 & EXECUTIVE COMMITTEE MEMBERS 2024 – 2026

#### 78<sup>TH</sup> ANNUAL GENERAL MEETING OF APPITA

The 78<sup>th</sup> Annual General Meeting of Appita Inc. will be held:

**Date:** Wednesday 26 June 2024

**Time:** 11:30 am – 12:15 pm AEST / 1:30 pm – 2:15 pm NZST

**Venue:** ZOOM Virtual Meeting

#### AGENDA

**11:30 am AGM business: An overview of our performance and major successes, achievements and challenges from the 2023 financial year**

1. Confirmation of the minutes of the 77<sup>th</sup> Annual General Meeting of the Association held virtually via Zoom on Thursday 23<sup>rd</sup> June 2023, commencing at 12:30 pm.
2. Receipt and adoption of Executive Committee reports on the transactions of the Association during 2023.
3. Receipt, consideration and adoption of the annual financial reports of the Association for 2023.
4. Election of President, Vice President and Executive Committee members of the Association, and the Auditor.
5. Consideration of other business.

**12:15 pm AGM Close**

## ELECTION

The declaration of the election result for the **President and Vice President 2024 – 2025** and **Executive Committee Members 2024 – 2026** of the Association will be made at the **2024 Annual General Meeting of Appita via ZOOM video conference**.

Notice is given under the conditions of Rules 25 (1), (2) and (3) of the Rules of the Association that nominations are invited for the positions of President, Vice-President and six members of the Executive Committee to serve from the date of the 2024 Annual General Meeting.

### **For the information of members:**

At the upcoming 2024 Annual General Meeting, President David Vercoe of Opal Australian Paper and Vice President Neil Louwrens of Visy Pulp & Paper will complete their terms of office in their current capacities. Additionally, Executive Committee members Deanne Heier of Norske Skog, Kelly Thompsell of KCA, and Lauren Wood of Opal will complete their elected period of office at the same meeting.

Executive Committee members Warren Batchelor, Stephen Keyte, Shiraz Khashim and Eduardo Manias have another year remaining to serve in their respective roles.

## NOMINATIONS

Nominations on the attached form must be lodged with:

**Email**                      admin@appita.com

**By**                              **Monday 6th May 2024**

For further information about the **Role of the Appita Executive Committee** refer to Page 3.

Please note that the nomination paper must be signed by the nominee, proposer and seconder.

If the number of nominations exceeds the number of vacancies for the elected positions, an electronic ballot will be conducted in accordance with Rules 25(4), (5), (6), and (7) on **16 May 2024**. Ballot papers will be sent to all voting members of the Association on or before **8 May 2024**.



Adele Elice-Invaso  
Secretary  
Appita Inc

# **ROLE OF THE APPITA EXECUTIVE COMMITTEE**

## **Executive Committee Commitment**

Appita requires a working Executive Committee, which strives to support the industries in which Appita serves while ensuring prudent financial management to maintain the solvency of the Association.

The role of the Executive Committee is to determine the work of the Association, to oversee the various activities organised and carried out by the Association, in accordance with Association Incorporation Act, Association statement of purpose, rules and bylaws.

## **Statement of Purpose**

The purposes for which Appita was established are:

- To advance and promote innovation and manufacturing best practices across the pulp, paper and bioproducts industry.
- To lead the development and transfer of technical information and best practice fundamentals to the industry.
- To develop and support programs to encourage the growth of a diverse, well-prepared pool of industry professionals.
- To build strong relationships with industry stakeholders across the value chain.
- To facilitate the interchange of information across the industry value chain through effective networking.
- To facilitate the sustainable development and value creation of the industry.

In pursuance of these aims the Executive Committee meets a minimum of three times a year for official Executive Committee meetings. Executive Committee members are also actively involved in Working Groups set up by the Association (attending meetings etc), organising conferences and workshops, drafting materials, and commenting on various aspects of the Association's work.

## **Skills and attributes**

It's vital that Appita has and continues to have an effective Executive Committee, whose members have a broad and wide-ranging knowledge of the pulp, paper, packaging and bioproducts sector, and can demonstrate leadership, integrity, and interpersonal and communication skills, passion for the Association, and business acumen. Technical knowledge is preferred but not essential.

Nominees should have an awareness of the issues facing the sector and be willing to actively participate in contributing to the Association's operation and its annual program of activities and reports.

The Executive Committee must represent a broad base of organisations and institutions within the sector. A thorough geographical spread is also required along with a good mix of gender.

The Executive Committee will co-opt further members who are representatives or Full Members of the Company and Sustaining Members. These will serve until the conclusion of the next AGM provided that the number of co-opted members shall not exceed one-third of the total membership of the Committee. Co-opted members have the right to vote.