

## NOTICE OF ANNUAL MEETING

### ELECTION OF PRESIDENT, VICE PRESIDENT 2020 – 2021 & EXECUTIVE COMMITTEE MEMBERS 2020 – 2022

#### 2020 ANNUAL GENERAL MEETING OF APPITA

The 2020 Annual General Meeting of Appita Inc. will be held:

**Date:** Thursday 25 June 2020

**Time:** 1:00 pm – 1:45 pm

**Venue:** ZOOM Virtual Meeting

#### AGENDA

**1:00 pm AGM business: An overview of our performance and major successes, achievements and challenges from the 2019 financial year**

1. Confirmation of the minutes of the 2019 Annual General Meeting of the Association held at BioPRIA, Monash University, Clayton Thursday 20th June 2019, commencing at 3:00 pm
2. Receipt and adoption of Executive Committee reports on the transactions of the Association during 2019.
3. Receipt, consideration and adoption of the annual financial reports of the Association for 2019.
4. Election of President, Vice President and Executive Committee members of the Association, and the Auditor.

**1:45 pm AGM Close**

#### ELECTION

The declaration of the election result for the **President and Vice President 2020 – 2021** and **Executive Committee Members 2020 – 2022** of the Association will be made at the **2020 Annual General Meeting of Appita via ZOOM video conference**.

Notice is given under the conditions of Rules 23(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 2020 Annual General Meeting.

#### For the information of members:

Stephen Parkinson – President and Terry McDonald Vice President will complete their terms of office in their present capacities at the 2020 Annual General Meeting.

Executive Committee members, Gil Garnier, Piers Pettit, Matthew O'Connor and Baden Wass will complete their elected period of office at the 2020 Annual General Meeting.

Warren Batchelor, Howard Burvill and Stephen Keyte are still to complete a second year of office as elected members.

David Vercoe will complete his term as co-opted member at the 2020 Annual General Meeting.

## NOMINATIONS

Nominations on the enclosed form must be lodged with:

By mail to                   The Secretary  
Appita  
PO Box 816  
Macleod, Vic, 3085, Australia

Or by fax                   +61 3 9467 9778 (fax)  
Email                       admin@appita.com.au

**By                           Thursday 30<sup>th</sup> April**

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, a postal ballot will be conducted in accordance with Rule 24(4), (5) and (6) and Rule 25(1) and (2) on **11 June 2020**. Ballot papers will be sent to all voting members of the Association on or before **7 May 2020**.



Adele Elice-Invaso  
Secretary  
Appita Inc

## **ROLE OF THE APPITA EXECUTIVE COMMITTEE**

### **Executive Committee Commitment**

The culture of Appita requires a working Executive Committee, with a current focus on supporting organisational growth and providing value to the Appita members and the industry which it serves.

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, to agree to Association policy, and to ensure efficient financial management. In pursuance of these aims the Executive Committee meets a minimum of 4 times a year for official Executive Committee meetings, which take place weekday afternoons. Executive Committee members are also actively involved in Working Groups set up by the Association (attending meetings etc), organising conferences and workshops, drafting material 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 pulp, paper, packaging and bioproducts sector and able to demonstrate leadership, integrity and interpersonal and communication skills, passion for the association, 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.

It is important that the subject spread of the Executive Committee is as comprehensive as possible and that the Executive Committee represents 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 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.