

# THE SIR RICHARD WILLIAMS FOUNDATION INC

www.williamsfoundation.org.au

**Chairman:**  
Air Marshal E.J. McCormack AO (Retd)

**Executive Officer**  
Group Captain A. Borzycki (Retd)



PO Box 5266  
KINGSTON ACT 2604

chairman@williamsfoundation.org.au  
ABN 25 204 613 891

## Notice of Annual General Meeting – Tuesday 25 October 2016

The Annual General Meeting of the Sir Richard Williams Foundation is to be held in the Alistair Swain Theatre, Brindabella Conference Centre, Building 35, Brindabella Business Park, at 1730h on Tuesday 25 October 2016.

In accordance with the Constitution, the position of Chair and half the Board Director positions will become vacant at the 2016 AGM. The Constitution limits the tenure of the Chair and the current Chair, AIRMSHL McCormack, is required to stand down from this position. The current Deputy Chair has indicated that he will nominate for the Chair vacancy, accordingly, the position of Deputy Chair will also be open for election.

Therefore, nominations for the following Board positions are sought from financial members:

- Chair one
- Deputy Chair one
- Directors four

Nominees are expected to have the capacity to actively contribute to the running of Foundation activities. Proposers, seconders and nominees must be financial members of the Williams Foundation at the time of nomination. Nominations are to be made in writing, signed by two members of the association, with the written endorsement of the nominee. If insufficient nominations are received, further nominations may be invited from the floor at the AGM. A Board nomination form is attached.

Completed nomination forms should be lodged with the Returning Office, Sir Richard Williams Foundation, PO Box 5266 KINGSTON ACT 2604, or by email to [execo@williamsfoundation.org.au](mailto:execo@williamsfoundation.org.au), by close of business Monday 10 October 2016.

The agenda for the AGM will follow the following format:

1. Chairman's Opening Remarks
2. Elect Board members.
3. Receive the Income Statement and Balance Sheet for 2015/16
4. Consider the Special Resolutions.
5. Consider the appointment of the auditor.
6. Confirm the appointment of the Public Officer.
7. Other items as decided by the Chairman.

In accordance with the Constitution, a member may appoint another member as his or her proxy to vote and speak on his or her behalf at a general meeting other than at a disciplinary appeal meeting. Proxy votes will not be considered as 'attendance' for the purpose of constituting a quorum.

The appointment of a proxy must be in writing, in the approved form (attached), and signed by the member making the appointment. The member appointing the proxy may give specific directions as to how the proxy is to vote on his or her behalf, otherwise the proxy may vote on behalf of the member in any matter as he or she sees fit.

A form appointing a proxy may be given personally to the Chair of the meeting before or at the commencement of the meeting. A form appointing a proxy sent electronically or by mail will be considered a valid proxy if received by the Foundation up to the commencement of the meeting.

Over the last 12 months the Board has been reviewing the Constitution to ensure it more appropriately aligns with the current and future business processes of the Foundation. In order to effect these changes, 10 Special Resolutions will be presented to the AGM for consideration and approval. The Special Resolutions are attached.

Apologies and electronic proxy voting forms can be sent by email to:

[execo@williamsfoundation.org.au](mailto:execo@williamsfoundation.org.au)

Air Marshal (Retd) Errol McCormack  
Chairman  
The Sir Richard Williams Foundation Inc  
11 September 2015

**Attachments:**

1. Board Nomination Form
2. Proxy Voting Form
3. Special Resolutions