**Notice of the Annual General Meeting of Vulcana Women’s Circus**

Dear member,

This is to advise you of the upcoming annual general meeting of the members of Vulcana Women’s Circus. The details of this meeting are as follows:

**1.30pm on Sunday 14th May, 2023**

**Vulcana Studios**

**420 Lytton Rd,**

**Morningside, QLD, 4170**

**Joining the Management Committee**

Prior to the meeting, members will have the opportunity to:

∙      Stand for election for the Management Committee

∙      Nominate a member for election to the Management Committee

∙      Vote for a member for election to the Management Committee

As per our constitution, the full Management Committee will step down at the AGM and all positions will be appointed. The following positions are available:

* Chairperson
* Treasurer
* Secretary
* 2-3 x Ordinary Members

To stand for a position on the Management Committee, please complete the attached form and return it to [circus@vulcana.org.au](mailto:circus@vulcana.org.au) by Sunday [date] 2023. If you would like support with securing nominations, please contact us.

**Voting**

A full list of members standing for the Management Committee will be circulated 7 days before the AGM. You will then have an opportunity to vote anonymously prior to the AGM.

**Voting By Proxy**

You can also vote by proxy. To vote by proxy, please email [circus@vulcana.org.au](mailto:circus@vulcana.org.au) with the following statement, completed with your details:

I, [your name] of [your address], am unable to attend the Vulcana Women’s Circus Annual General Meeting on Sunday 14th May, 2023, and wish to be represented at the meeting by [the Chairperson OR name of another member] who I authorise to vote on my behalf.

To be eligible to vote, you need to have joined Vulcana Women’s Circus as a member not less than one month prior to the AGM. To find out more about becoming a member, click here: <http://vulcana.org.au/membership/>

**At the AGM**

At the meeting, members will have the opportunity to:

* Find out about Vulcana Women’s Circus operations and finances
* Ask questions about the operations and finances of Vulcana Women’s Circus
* Speak about any items on the agenda

At the meeting, members will be asked to vote to:

* Accept the minutes of the last annual general meeting
* Accept the annual report
* Accept the annual financial statements

If you have any questions about the Vulcana Women’s Circus AGM, please do not hesitate to contact me.

With all best wishes,

Celia