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# NOTICE TO MEMBERS

# Annual General Meeting

# Thursday 14th December 2023 at 7:30pm AEDT

Blind Citizens Australia (BCA) will hold its 48th Annual General Meeting (AGM) in a virtual capacity on Thursday 14th December 2023 at 7:30pm AEDT (NSW, ACT, Vic, Tas), 7pm ACDT (SA), 6:30pm AEST (Qld), 6:00pm ACST (NT), 4:30pm AWST (WA).

The AGM will be held via Zoom, and all members can connect via landline phone, smartphone, tablet or computer.

The agenda for the AGM includes: receipt and approval of the minutes of the 2022 AGM; presentation and discussion of the Annual Review and Directors’ Report, and Audited Financial Statements and report; confirmation of Auditor; presentation of Jeffrey Blyth Foundation report; and the announcement of the election of Directors, and NSW/ACT State Division Committee members, and the appointment of National Policy Council representatives; and a special resolution to make minor amendments to the BCA constitution, if adopted on 28th September 2023.

All full members are entitled to one vote each in relation to any resolution put to the AGM. If full members are unable to attend this meeting in person, they may appoint the chairperson, or another full member as a proxy. Further information and a proxy form is available via [insert Link]

It is important to note that no election will take place at the AGM. All eligible full members of BCA will have the opportunity to vote via telephone, SMS or online, should an election be necessary.

## Explanatory Memorandum to Special Resolution

The Annual General Meeting will consider a special resolution to amend the BCA constitution, if adopted on 28th September 2023, that the constitution be amended as follows:

Insert section 11.2 (e) Date of birth.

Amend section 15.2.2 to insert "or" between "any branch" and "The State Division" and to delete "or any member group."

These changes are to correct small errors detected after the notice of Special General Meeting to adopt the revised constitution was issued. This resolution is expressed as conditional on the passing of the constitution on 28 September, because alternate format versions of this notice of meeting were in production before the outcome of the September meeting could be known. Each member's date of birth is already collected in practice. This amendment to section 11 is required to enable the Company Secretary to give effect to section 10.2, relating to junior members becoming full members. Section 15 in the revised constitution refers to member groups, in addition to Branches and the NSW /ACT State Division, in acknowledgement that they are important elements of BCA. However, member groups are not expected to comply with the same formalities as branches and the State Division. This amendment will remove them from the formality required to close down or suspend a Branch or the State Division.

## Positions Vacant

### Call for Nominations for Directors

This year, there are five (5) director vacancies, each for a three-year term.

Three Directors have completed their 3-year terms, and are eligible for re-election:

* Helen Freris
* Prue Watt
* Andrew Webster

There are also two casual vacancies, due to the resignation of Julee-Anne Bell and Doug McGinn throughout the year. Lee Chong was appointed to fill one of the casual vacancies, and is eligible for election.

### Call for Nominations for NSW/ACT State Division

There are three (3) NSW and one (1) ACT committee member positions up for nomination, each for a two-year term.

The NSW members who have served their initial term are:

* Kristy Fitzgerald
* Matthew Goodacre
* Susan Thompson
* Robert Altamore is the ACT committee member.

To nominate as a state division committee member, you, and your nominator and seconder must reside in the state or territory where the vacancy exists.

### How to Nominate

Nominees for all positions must be full members of BCA as at 30 June 2023 and are encouraged to familiarise themselves with the relevant position description and the BCA Code of Conduct. Eligible members may nominate for more than one position. For clarity it is recommended that a separate nomination form be completed for each nominated position.

The nomination form is available via [[insert](http://www.bca.org.au/events/agm-2022/) weblink], or by contacting BCA.

Valid nomination forms must include the names and current contact details of a nominator and seconder, as well as the nominee, all of whom must be full members of BCA as at 30 June 2023, and for the State Division must all reside in NSW or the ACT. Please note that BCA is strongly committed to ensuring the nomination process is fully accessible to our members. As such, signatures are not required. Instead, the Company Secretary will take all necessary steps to verify the validity of nominations.

All nominations must be accompanied by a written statement of no more than 300 words by the nominee. Nomination forms and nominee statements should be submitted in Word or text format. Please contact BCA on 1800 033 660, if you need to submit your nomination in another format.

Nominations and accompanying statements must reach the Company Secretary, at [companysecretary@bca.org.au](mailto:companysecretary@bca.org.au) by 5.00pm Friday 3rd November 2023.

### Election of Positions

For Director and NSW/ACT State Division Committee positions, if the number of nominations received is equal to or less than the number of positions available, those members will be declared elected and there will not be a ballot.

If more valid nominations than positions are received, there will be a ballot. At the close of the poll, the nominees with the highest number of valid votes received will be declared elected.

All nominations and any required ballots for the NSW/ACT State Division will be held among residents where the vacant positions are located.

### Voting

If a ballot is required for any position, instructions on casting a telephone, SMS, or online vote, along with the details of all nominees and their supporting statements, will be sent to all eligible full members, who were members as of 30th June 2023. Voting will open on Monday 20th November and will close on Monday 4th December 2023.

The Company Secretary will declare the results of all elections at the AGM on 14th December 2023.

## National Policy Council (Committee) (NPC) call for expressions of interest

Interested members from Victoria, Queensland, South Australia, and the ACT, are asked to express interest in the NPC. If multiple candidates from a state express interest, a nominations committee will make selections based on the person's qualifications, experience and interest and on the need for the NPC to represent the diversity of our membership. The term for each position is two years from appointment.

To express interest in a NPC position, please provide a declaration that you have read the position description and a supporting statement of no more than 300 words outlining your suitability for the position. Expressions of interest should be emailed in Word or text format to [companysecretary@bca.org.au](mailto:companysecretary@bca.org.au) by close of business on Friday 3rd November 2023. If you are unable to submit your expression of interest electronically, please call BCA on 1800 033 660 for assistance.

## Finance Audit and Risk Management (FARM) committee call for expressions of interest

The board maintains the FARM as a standing committee to advise it on matters relating to finance reporting and risk management. People who have this expertise are invited to express interest in being appointed to the FARM. The term for FARM members is at the board's discretion. To express interest in a FARM position, please provide a declaration that you have read the position description, agree to adhere to the Board Charter and a supporting statement of no more than 300 words outlining your suitability for the position. Expressions of interest should be emailed in Word or text format to [companysecretary@bca.org.au](mailto:companysecretary@bca.org.au) by close of business on Friday 3rd November 2023. If you are unable to submit your expression of interest electronically, please call BCA on 1800 033 660 for assistance.

## Summary

On behalf of the board and staff of BCA, I do hope you can join us at this year’s Annual General Meeting. I encourage you to consider nominating for a position as a Director of BCA, a NSW/ACT State Division Committee member, or submitting an expression of interest for a NPC representative or FARM position. By doing so, you are supporting our vision:

BCA believes in a future in which our trusted leadership and positive influence achieve equity for people who are blind or vision impaired, where we can live our lives in any way we choose, in a place that respects, recognises and responds to our uniqueness and diversity.

Sincerely,

Angela Jaeschke

Company Secretary

13 October 2023

BCA contact details are:

Phone: 1800 033 660

SMS: 0436 446 780

E-mail: [companysecretary@](mailto:companysecretary@)bca.org.au

Website: [www.bca.org.au](http://www.bca.org.au)