# Annual General Meeting
# ICT Educators NSW

ABN 27 567 884 887; Corporation No: Y2193426

## 11 March 2017

BY ORDER OF THE BOARD OF DIRECTORS
25 NOVEMBER 2016

Emma Lord
ICTENSW SECRETARY

NOTICE is hereby given that the Annual General Meeting of Members of Information Communication Technology Educators of New South Wales (ICTENSW) will be held Saturday 11th March 2017 at the Australian Catholic University, 40 Edward Street North Sydney NSW 2060 at 2pm Sydney time.

## Ordinary Business

Item 1: Confirmation of the minutes of the 2016 Annual General Meeting

Motion: "That the Minutes of the 2016 AGM be accepted"

Item 2: 2016 Presidents report – Activities of the Association in 2016

Motion: "That the President's report is accepted"

Item 3: 2016 Treasurer's Annual Financial Report

Motion: That the Treasurer's Report be accepted

Item 4: Election of the Returning Officer

Motion: "That _____ be elected as the returning officer.

Item 6: Presentation of the Nominees for the ICTENSW 2017 Board of Directors

Item 7: Acknowledgment – ICTENSW Leader of the Year; ICTENSW Educator of the year

Item 08: General Business

# Attendance at the Annual General Meeting

*IN PERSON*

You may attend the Annual General Meeting in person at the date, time and place specified in the Notice of Meeting. Prior registration is not required.

*BY PROXY*

If you would like to appoint a proxy to attend the meeting on your behalf, this can be done by completing and signing the attached or online proxy form and sending it to the ICTENSW Secretary by:

*MAIL*

ICTENSW
Suite 1A Level 2
802 Pacific Highway
Gordon NSW 2072

*EMAIL:* Secretary@ictensw.org.au

*IMPORTANT:*

- No member may hold more than 5 proxies.
- All proxy forms must be submitted and received by the Association Secretary by no later than 5.30pm (Sydney time) on Thursday 9th March 2017.
- A member or proxy is not entitled to vote at any general meeting of the association unless all money due and payable by the member or proxy to the association has been paid, other than the amount of the annual subscription payable in respect of the then current year.
- Tertiary Student membership voting rights shall not apply for the election of office bearers and directors of the Board.
- Membership status can be checked and renewed online - online at http://www.ictensw.org.au/Sys/Profile

*QUESTIONS FROM MEMBERS*

Members who are unable to attend the Annual General Meeting and would like to ask questions of the Board concerning matters to be considered at the Annual General Meeting, are invited to do so by completing the this electronic form (http://goo.gl/Zo2jA0) or the form following the proxy form attached. Your questions are important to us and although we will not be able to reply to each question individually, we will respond to as many of the frequently asked questions as possible at the Annual General Meeting and those answers will be posted on our website.

## Composition and Membership of the Board of Directors

The ICT Educators of New South Wales is a professional organisation designed to support ICT educators in New South Wales. The Association represents all educators' interests at local and state levels as well as the national level through its parent body, the Australian Council for Computers in Education. The association advocates on matters of curriculum and equity, and promotes best practice in the use of ICT in learning.

Under Clause 15 of the Association's Constitution, the Board of management is subject to the Associations Incorporation Act, 2009 and the Associations Incorporation Regulation, 2010; and is appointed by ICTENSW members to control and manage the affairs of the association.

As such, ICTENSW's Board of Directors are responsible for the strategic development, implementation and evaluation of the Association's procedures and policies within the rules of the Constitution. The Association Board is comprised of eight Directors and four office bearers (The Executive). Executive positions are President, Vice President, Secretary and Treasurer. The duties associated with these positions are outlined in The Constitution (http://goo.gl/Zct3u0).

### ELECTION OF BOARD MEMBERS

Nominations for Directors and Executive of ICTENSW are invited from members of the Association. Nominations must be made in writing and must be signed by 2 members of the association and accompanied by the written consent of the candidate. This can be done by completing and signing the attached or online proxy form and sending it to the ICTENSW Secretary by:

MAIL

ICTENSW
Suite 1A Level 2
802 Pacific Highway
Gordon NSW 2072

EMAIL: Secretary@ictensw.org.au

Nominations must be completed and returned to The Secretary by 5.30pm Thursday 9th March 2017.

If insufficient nominations are received to fill all vacancies on the Board, the candidates nominated shall be deemed to be elected and further nominations shall be received at the Annual General Meeting. If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected. If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held during the Annual General Meeting.

ICTENSW membership status can be checked and renewed online - online at http://www.ictensw.org.au/Sys/Profile.

**ICT EDUCATORS NSW**

# FORM OF APPOINTMENT OF PROXY

Clause 35(2) Information and Communication Technology Educators of NSW (ICTENSW) Constitution

I, _____ Member Number (full name)

of _____

      (address)

being a member of Information and Communication Technology for Educators in New South Wales (ICTENSW), hereby appoint

_____Member Number _____

      (full name of proxy)

of _____

      (address)

being a member of that incorporated association, as my proxy to vote for me on my behalf at the Annual General Meeting of the association to be held on the 11th day of March 2017 and at any adjournment of that meeting.

* My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).


_____   _____

Signature of member appointing proxy        Date


NOTE: A proxy vote may not be given to a person who is not a financial member of the association. ICTENSW membership status can be checked and renewed online - online at http://www.ictensw.org.au/Sys/Profile.


Please print-off completed document, sign and send via email to secretary@ictensw.org.au.

**ICT EDUCATORS NSW**

# Questions from members

Members who are unable to attend the Annual General Meeting, or who prefer to register questions beforehand concerning the matters to be considered at the Annual General Meeting are invited to do so. Your questions are important to us.

Questions can be submitted online using this electronic form (http://goo.gl/Zo2jA0).

If you prefer, this form can be used to submit questions and return it to the ICTENSW Secretary, ICTENSW Suite 1A Level 2 802 Pacific Highway Gordon NSW 2072, by Wednesday 8th March 2017; or Emailed to secretary@ictensw.org.au.

Although we will not be able to reply to each question individually, we will respond to as many of the frequently asked questions as possible at the Annual General Meeting and those answers will be posted on our website.

## Member Details

Member's Name

Member Number

## Questions

**ICT EDUCATORS NSW**

# NOMINATION FOR THE BOARD OF DIRECTORS

A person nominated as a candidate for election as an office-bearer or a director of the association must be a member of the association.

**We,** Proposer and Seconder, (Members, ICTENSW)

**Proposer:** _____     _____
PLEASE PRINT  (Name in full)                                                     (Signature)

and **Seconder:** _____     _____
PLEASE PRINT   (Name in full)                                                    (Signature)

being a members of ICT Educators NSW, hereby nominate:

_____
PLEASE PRINT **Full** name of nominee

who are a financial member of  ICTENSW as _____
(Please insert PRESIDENT, SECRETARY, VICE-PRESIDENT, TREASURER, or DIRECTOR

of the Board of ICT Educators NSW.

Dated this_____day of_____20_____

*To be completed by the nominee*

**I have read the information about being a Director (http://ictensw.org.au/about/board/agm-2016/) and I consent to this nomination:** *

_____

(Signature of nominee)

All nominees are required to complete a brief biographical outline on the following page

# Nominee Biographical Outline

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Name

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Workplace

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Portfolio area of focus

Please indicate how you aim to contribute to a particular portfolio area in 2016.

| | |
|---|---|
| • Curriculum (Digital Technologies and Computing Studies<br>• Technology Leadership<br>• Professional Learning and workshops<br>• Outreach<br>• Promotions and Media – Website, social networking and online media | • Promotions and Media – newsletter and Journal editor<br>• Revenue and fund raising<br>• School student related initiatives<br>• Partnerships<br>• Conferences |

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Please print-off completed document, sign and send via email to secretary@ictensw.org.au. ICTENSW membership status can be checked and renewed online - online at http://members.ictensw.org.au/