



24 February 2023

BY EMAIL

Dear Member

NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting (**AGM**) for Women in Insolvency and Restructuring Victoria (**WIRV**) will be held at **4.30 pm on 29 March 2023** at Rodgers Reidy, Level 11, 385 Bourke Street, Melbourne, Victoria, Australia. There will also be an option to attend via video or telephone conferencing facilities. Further details will be sent to you upon receiving your RSVP.

The purpose of the AGM is to:

- (a) confirm the minutes of the 2022 Annual General Meeting;
- (b) receive from the Committee of Management (**Committee**) reports as to the business conducted by WIRV during its 2022/2023 committee year;
- (c) receive and consider the Special Purpose Financial Report of WIRV for the 2022 financial year; and
- (d) appoint a new Committee.

All current members are welcome and encouraged to attend the AGM. If you wish to do so, please RSVP to the Secretary at secretary@wirv.com.au by **4:30pm, 22 March 2023**.

If you wish to nominate another member of WIRV as a proxy to attend the AGM and vote on your behalf, please fill out the **attached** Proxy Form and return it to the Secretary at secretary@wirv.com.au by **4:30pm, 24 March 2023**.

Nomination for President, Vice President, Secretary, Treasurer & Ordinary Committee Members

The Committee comprises:

- (a) Four (4) Executive Officer positions:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
- (b) Thirteen (13) Ordinary Committee Member positions which may occupy the following positions within the Committee:
 - i. an assistant to the Secretary

- ii. an assistant to the Treasurer
- iii. a Sponsorship Officer
- iv. a Networking Chair
- v. an Advocacy Chair
- vi. a Communications Chair
- vii. a Professional Development Chair
- viii. Immediate Past President

The WIRV Constitution renders all Executive Officer positions and Ordinary Committee Member positions vacant at the AGM. Provided that you comply with the eligibility requirements set out below, it is open to anyone to nominate themselves for the Committee.

Whilst all current Committee members are eligible to nominate for re-election, WIRV welcomes and encourages new Committee members to nominate.

Please note the following eligibility requirements apply for Committee positions:

- (a) All Executive Officers and Ordinary Committee Members must be a current member of WIRV for the 2023 year.

Executive Officers – President, Vice-President, Secretary and Treasurer

- (b) An Executive Officer may not hold the same Executive Office position for more than two consecutive terms.
- (c) The number of Executive Officers who are, as at the date of nomination, employed by the same organisation shall not exceed one.

Ordinary Committee Members

- (d) The number of Ordinary Members of the Committee who are, as at the date of nomination, employed by the same organisation shall not exceed one, unless otherwise determined by the President in her discretion.

Please complete the **attached** nomination form and return it to the Secretary by **22 March 2023** should you wish to stand for nomination.

If the number of nominations received exceed the positions available, a ballot will be held at the AGM. Details of the election procedures are set out in the **attached** information sheet. If insufficient nominations are received, those people nominating will stand elected and nominations will be sought at the AGM for the remaining vacancies.

If you require further information about any of our Executive Officer or Ordinary Committee Member positions, feel free to contact the Committee member currently holding the position. Contact details can be found at the Committee page on our website www.wirv.com.au.

Timetable

The following summarises the timetable leading up to the AGM. Please ensure that you comply with the dates set out in the timetable:

Closing Date for Nominations to Committee	22 March 2023
Proxies to be received by	4:30pm on 24 March 2023
Annual General Meeting	4.30pm on 29 March 2023

Expressions of interest for Sub-Committee Membership

Attached is an expressions of interest form for completion by those members wishing to be involved in WIRV's activities, other than by serving on the Committee. The sub-committees will be sub-committees of the Committee and the chairs of those sub-committees will be an Executive Officer or Ordinary Member of the Committee.

WIRV's subcommittees for 2023 will continue to be in the areas of Advocacy, Networking, Professional Development, and Communications and allow for greater member participation in WIRV.

If you require further information about each of the subcommittees, please contact the relevant current sub-committee chairs. Contact details can be found at the Committee page on our website at www.wirv.com.au.

Please return any completed expressions of interest forms by **24 March 2023**. We will be in touch shortly after this date once the sub-committees have been formed.

Membership Renewal

As membership renewals were due by 31 December 2022, please visit our website at www.wirv.com.au to ensure that your membership is kept up to date.

Please do not hesitate to contact either of us or any of the current Committee members if you have any queries.

Kind regards

Ebony Taylor

President

03 9670 8700

ETaylor@rodgersreidy.com.au

Brittany Rach

Secretary

03 8866 7600

Brittany@hamiltonmurphy.com.au

Attached:

- (a) Appointment of Proxy Form
- (b) Election of the 2023 Executive Officers and Ordinary Committee Members Information Sheet
- (c) 2023 Executive Officer and Ordinary Committee Member Nomination form
- (d) Expressions of Interest for Sub-committee membership form