

NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of the Australian Institute of Employment Rights will be held on:

Thursday, 22 November 2012 at 5.30pm (AESDST)

**Civil Air Board Room,
First Floor, 214 Graham Street
Port Melbourne Victoria**

At the annual general meeting, the Executive Committee will make a report of their activities and proposed programme for the future, the Treasurer will give a financial report, and elections will be held for:

- President (and Chair)
- Vice President Representative Members (3)
- Treasurer
- Ordinary Representative Members (3)
- Ordinary Members (3)

Nominations for the abovementioned positions must be made on the attached form, signed and lodged with the Executive Director by 5.30pm on 15 November 2012. Nominations can be received via fax or via mail.

If you find yourself physically unable to attend the AGM but wish to participate by teleconference or skype, arrangements can be made by contacting Jane Ponton, AIER Business Manager on 03) 9647 9111.

A proxy form is attached for those not able to participate in any way. The proxy form can be made out to the Executive Director or to the President or to any other AIER member. If you cannot attend please ensure your proxy is received as we must meet the requirements of our rules.

For any enquiries regarding the AGM please contact AIER Executive Director, Lisa Heap on 0418 996 354 or AIER Business Manager, Jane Ponton on 03) 9647 9111.

**ANNUAL GENERAL MEETING
PROXY FORM**

The rules of the Australian Institute of Employment Rights (the Institute) provide:

“A member who is entitled to attend and cast a vote at meetings of the Institute may appoint a proxy or, if the member is a body corporate, a representative, to attend and cast a vote at that meeting”.

I, the undersigned, being a Member of the Institute hereby appoint:

_____ of _____
[full name of proxy] [address of proxy]

as my proxy to vote for me on my behalf at the Annual general meeting of the Institute to be held on **22 November 2012 at 5.30pm (AESDST)** and at any adjournment thereof. If the proxy is blank or if my proxy does not attend, then the chairperson of the meeting is appointed as my proxy.

Signed: _____

Print Name: _____

Proxy forms should be completed and signed and returned to *The Executive Director, AIER, PO Box 237 Seddon West Vic 3011* or faxed to 03) 9647 9199 before 4.00pm (AESDST) on Thursday 22 November 2012.

ELECTION OF OFFICE BEARERS NOMINATION FORM

In accordance with the Institute's rules, nominations for the following positions on the Executive Committee close at 5.30pm on 15 November 2012:

- President
- Vice President Representative Members (3)
- Treasurer
- Ordinary Representative Members (3)
- Ordinary Members (3)

The Institute's rules require that the representative positions on the Executive (Vice President and Ordinary) are each filled by:

- An employee representative
- A union representative
- An independent representative

Under Rule 67, nominees for any of the Representative positions on the Executive Committee must meet the following criteria (as relevant for each position):

- (a) Each Representative member must have at least five (5) years experience or other substantial experience in the relevant field.
- (b) The experience required for each of the particular positions is:
 - (i) Employer Representative: experience as an employer dealing with workplace relations issues or experience representing employers in relation to workplace relations issues.
 - (ii) Union Representative: experience working for a union or otherwise representing employees in relation to workplace relations issues.
 - (iii) Independent Representative: experience as a member of a tribunal or court, in academia, in the service of government, or as a legal practitioner or other independent professional adviser providing independent advice or service in relation to workplace relations.

If there is a dispute in regards to whether a nominee for a Representative position is sufficiently qualified or otherwise eligible, the dispute will be resolved by the Returning Officer in accordance with these Rules. The decision made by the Returning Officer will be final and conclusive if made in good faith.

Nominations must be in writing on the prescribed form overleaf and must be signed by the person nominating.

Nomination forms need to be faxed to 03) 9647 9199 or mailed to:

THE EXECUTIVE DIRECTOR
AUSTRALIAN INSTITUTE OF EMPLOYMENT RIGHTS
PO BOX 237
SEDDON WEST VIC 3011

To the Executive Director, Australian Institute of Employment Rights,

I wish to nominate for the following position (tick):

- President
- Vice President Representative Members (3)
- Treasurer
- Ordinary Representative Members (3)
- Ordinary Members (3)

Signed: _____

Print Name: _____

Date: _____

Telephone: _____