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# NOTICE TO MEMBERS

# Annual General Meeting

# Thursday 5th December 2024 at 7:30pm AEDT

Blind Citizens Australia (BCA) will hold its 49th Annual General Meeting (AGM) in a virtual capacity on Thursday, 5th December 2024 at 7:30pm AEDT (NSW, ACT, VIC, TAS), 7:00pm 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 2023 AGM; presentation 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 President, Directors, and NSW/ACT State Division Committee members, and the appointment of National Policy Council representatives.

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 are available at <https://www.bca.org.au/events/bca-annual-general-meeting-2024/> or by contacting BCA on 1800 033 660.

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.

## Positions Vacant

### Call for Nominations for Directors

This year, there is one (1) President, and three (3) Director vacancies, each for a three-year term.

The position of President is up for nomination. Fiona Woods resigned from the board as President in September 2024.

Directors who have completed their 3-year term, and will not be standing for re-election:

* Stephen Belbin
* Francois Jacobs

There is also one casual vacancy, due to the resignation of Joanne Chua in 2024.

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

There are four (4) 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:

* Mark Scofield
* Phillip Tilley

Kristy Quigg resigned from her position on the committee.

There is one (1) further vacancy in NSW and one (1) vacancy in the ACT.

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 of 30 June 2024. Eligible members may nominate for more than one position and are encouraged to familiarise themselves with the relevant position description and the BCA Code of Conduct. For clarity, it is recommended that a separate nomination form be completed for each nominated position.

The nomination form is available via <https://www.bca.org.au/events/bca-annual-general-meeting-2024/> or by contacting BCA on 1800 033 660.

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 of 30 June 2024. For the State Division, all must also 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 25th October 2024. If you are unable to submit your nomination electronically, please call BCA on 1800 033 660 for assistance.

### Election of Positions

For President, 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 2024. Voting will open on Friday 15th November 2024 and will close on Friday 29th November 2024.

The Company Secretary will declare the results of all elections at the AGM on 5th December 2024.

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

Interested members from Western Australia, South Australia, and Tasmania, 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 Friday 25th October 2024. 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 5:00pm Friday, 25th October 2024. 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 President, 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 and Deb Deshayes

Company Secretaries

4th October 2024

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)