



MEMORANDUM

**TO: MEMBER ASSOCIATION SECRETARIES LIFE MEMBERS
PATRON & VICE PATRONS BOARD OF DIRECTORS OFFICE BEARERS**

FROM: MARK HEATHCOTE – CHIEF EXECUTIVE OFFICER

DATE: 22 MAY 2020

RE: 55th ANNUAL GENERAL MEETING

Further to previous correspondence, Notice is hereby given that the 55th Annual General Meeting of Swimming New South Wales Limited will be held as follows:

Date Saturday 25th July 2020
Time 10.00am
Venue Virtually Online on via Zoom Webinar

Please note that the Agenda and associated AGM papers will be emailed no later than 24th June 2020 and will also be available on our website. At this time details of how to join the meeting along with arrangements regarding speaking and participation in the meeting will be sent to all Member Associations. Instructions on how to register and vote at the meeting will also be distributed at this time.

The following positions are to be declared at the 2020 Annual General Meeting – Clause 11 of the Swimming NSW By Laws makes provision for elections to be conducted electronically.

- Two (2) Directors

Any notices of motion to be included as Agenda items for the meeting and nominations for the above positions are hereby called for and must be received by no later than **5.00pm THURSDAY 4 JUNE 2020**.

Nomination forms can be obtained from the Swimming New South Wales office or website.

To assist interested persons in their consideration of submitting a nomination please find attached a copy of By Law 12 – Directors Responsibilities – along with a Statement of Desirable Competencies and Criteria for Directors.

Your attention is drawn to By Law 11 (copy attached) of the Company's By Laws adopted on 20th March 2007 which sets out the requirements for the election of the Directors.

The Board has determined that the 2020 Company Elections will be conducted electronically via a password controlled website. The election process will be independently conducted by Elections Australia. Information on how to access the website, log in and cast a vote will be distributed to all financial Member Associations by Monday the 4th May 2020.

Periodical distribution of voting information and log in details to Member Associations who affiliate post 4th May 2020 will occur.

The online voting period will open at 12pm on Monday the 8th of June 2020 and close at 12pm on Monday the 20th of July 2020.

Where a member association is unable to access the established voting website, application can be made to the Chief Executive Officer for an alternative balloting system (such as postal).

Member Associations will be able to view the candidate information by simply visiting the voting website. You will not need to log in to download or print this information.

Also attached please find a copy of the Application Form for Officer and Standing Committee Positions which has a different closing date of 31st July 2020.

Should there be any questions in regard to any of the above please do not hesitate to contact the writer accordingly at the office on 9763 5833 or mark.heathcote@nsw.swimming.org.au

Best Regards,



Mark Heathcote
Chief Executive Officer
Swimming NSW