



# NOTICE OF ANNUAL GENERAL MEETING

PROFESSIONAL ASSISTANTS TO CHIEF EXECUTIVES

**Notice is hereby given that the Annual General Meeting (AGM) of PACE Incorporated, will be held at the Sofitel Hotel, 11 Bolton St, Wellington  
On Tuesday 30 October 2018, 5.30 – 7.30pm**

Meeting business will be to receive and consider the Annual Accounts, the Annual Report, the Election of Officers and any other business of which notice is given.

## Remits

Members are welcome to forward remits for the AGM. Please ensure they are received by the Chair no later than 8 October to [philippa@bizpro.co.nz](mailto:philippa@bizpro.co.nz) to enable circulation to members.

## Nominations

Any financial member wanting to be nominated for a position on the Management Team must complete the attached nomination form and email it to the Secretary, Ciaran Hyslop [ciaran.hyslop@bankomb.org.nz](mailto:ciaran.hyslop@bankomb.org.nz) no later than **5.00pm, Friday 19 October 2018**. Only valid nominations will be received so please ensure that the nomination forms have been signed by the proposer, seconder and the nominee. Management Team position descriptions are available on the PACE website [www.pace.org.nz](http://www.pace.org.nz)

Nominations are now open for the following positions on the management team:

- Chairperson
- Treasurer
- Secretary
- Membership Coordinator
- Events Coordinator
- General Members

Philippa Shierlaw has indicated she will stand again as Chair. Brigid Kavanagh-Dee (Treasurer), Antoinette Wilcox (Membership Coordinator) intent to stand again in their current positions. Ciaran Hyslop has indicated his intention to stand down as Secretary, however will stand for the Events Coordinator role, as Sarah O'Sullivan has stood down from this position. Rebecca Dobbs will stand again for a General Member position. Nominations are open for all positions.

## Important Notes

### 1. Attendees

Attendance is open to PACE members and guests.

Members must be a current financial member of 2017/18 to be entitled to vote at the AGM.

### 2. General Business

Any matters of general business to be raised at the meeting should be directed in writing to the Secretary, Ciaran Hyslop – [Ciaran.hyslop@bankomb.org.nz](mailto:Ciaran.hyslop@bankomb.org.nz) no later than **4.00pm, Friday 19 October 2018**.

### 3. Proxy Votes

Any financial member unable to attend may appoint a Proxy to attend the meeting and vote on their behalf by completing the attached Proxy form and emailing it to the Secretary Ciaran Hyslop – [Ciaran.hyslop@bankomb.org.nz](mailto:Ciaran.hyslop@bankomb.org.nz) no later than **4.00pm, Friday 19**.

### 4. RSVP

A meeting invite will be sent out to all members. Please ensure you RSVP by Thursday 25 October 2018.

Philippa Shierlaw  
Chairperson



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## NOMINATION FORM

NOMINATIONS ARE CALLED FOR THE PACE MANAGEMENT TEAM FOR THE 2018-2019 YEAR

*Please note that only financial members are eligible to be nominated and to vote on the nominations i.e. their 2018-19 membership fees have been paid.*

I wish to nominate: \_\_\_\_\_ (Full Name)

for the position of: *(Please tick appropriate box)*

Chairperson	<input type="checkbox"/>
Secretary	<input type="checkbox"/>
Treasurer	<input type="checkbox"/>
Membership Co-ordinator	<input type="checkbox"/>
Events Co-ordinator	<input type="checkbox"/>
General Member	<input type="checkbox"/>

Signature of Proposer: \_\_\_\_\_

Signature of Seconder: \_\_\_\_\_

I accept the above nomination: \_\_\_\_\_

*(Please use a separate form for each nomination)*

Please email your nomination to the Secretary, Ciaran Hyslop – [ciaran.hyslop@bankomb.org.nz](mailto:ciaran.hyslop@bankomb.org.nz) no later than 4.00pm, Friday 19 October 2018.



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## PROXY FORM

I, .....

being a Member of PACE Incorporated, hereby appoint:

.....

as my proxy to vote for me on my behalf at the Annual General Meeting of PACE Incorporated on 30 October 2018 and at any adjournment thereof.

Member name: .....

Signed: .....

Date: ..... 2018

Please email the Proxy form to the Secretary, Ciaran Hyslop – [Ciaran.hyslop@bankomb.org.nz](mailto:Ciaran.hyslop@bankomb.org.nz) no later than 4.00pm, Friday 19 October 2018