



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**

**Madison Recruitment, Level 9, 36 Customhouse Quay (access via Johnston St), Wellington
On Tuesday 2 November 2021, 5.30 – 7.00pm**

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 **9am Monday 11 October 2021** to pacewellington@gmail.com 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 Management Team pacewellington@gmail.com no later than **9am, Thursday 21 October 2021**. 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

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

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

Important Notes

1. Attendees

Attendance is open to PACE members and guests.

Members must be a current financial member for the 2021/2022 financial year 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 Management Team – pacewellington@gmail.com no later than **9am Monday 11 October 2021**.

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 Management Team – pacewellington@gmail.com no later than **9am Thursday 21 October 2021**.

4. RSVP

A meeting invite has been sent out to all members. Please ensure you RSVP by **4.00pm, Thursday 21 October 2021**

Antoinette Wilcox
& Ciaran Hyslop
Co-Chairpersons