



NOTICE OF
TAFE DIRECTORS AUSTRALIA
ANNUAL GENERAL MEETING 2010

Notice is hereby given that the Annual General Meeting of TAFE Directors Australia will be held at the Sydney Institute of TAFE, Executive Unit, Rooms 106 and 107 Building A, Mary Ann Street, Ultimo NSW 2007, on **Friday 28 May 2010** commencing at 2.00pm.

AGENDA

1. Opening and Welcome
2. Apologies
3. Confirmation of the Minutes of the TDA AGM held on Thursday, 7 May 2009
4. Chairperson's Report
5. Annual Report and Statement to Members
6. Statement of TDA's Accounts for 2009 and Auditor's Report
7. Appointment of Auditors for 2010
8. Election of Directors
9. Other Business
10. Close

Notes Regarding Nomination Process for the TDA Board

As there are a number of Directors who will not seek re-election to the TDA National Board at the 2010 AGM, all Ordinary members are invited to nominate for election.

Membership of the National Board is comprised of up to 11 members, being one elected member from each State and Territory, elected by the Association members from the respective State or Territory (as provided for in rule 13 below), one additional elected member from the State or Territory from which the Chairperson comes, and up to two co-opted members appointed by the National Board.

The National Board meets face to face four times a year and by teleconference in the intervening periods. Costs associated with attendance at Board meetings are borne by the Member's Institute. The nomination form follows.

Following is an extract from the TDA Rules detailing the nomination and elections process. Please note that nominations must be received by the TDA Acting Chief Executive Officer, Pam Caven, by Friday 16 April 2010. In the event that more than one nomination is received from members in a State or Territory, the Acting Chief Executive Officer will conduct a postal ballot within the relevant jurisdiction(s) for completion not less than 10 days prior to the AGM. Nominations should be sent to the TDA Office, PO Box 787, Broadway NSW 2007.

The members of the National Board will elect the office-bearers of the Association at the first meeting of the National Board after the Annual General Meeting in the year in which the members of the National Board are elected.

Extract from TDA Rules

13. Election of National Board Members

Election of National Board members under rule 12(1) is to be held every three years and will be conducted in the following manner:

- a. the Executive Officer will be the returning officer to conduct elections to the National Board in accordance with this rule;*
- b. the election will be conducted by postal vote and declared at the Annual General Meeting;*
- c. nominations for the position of National Board member will be delivered in writing to the Executive Officer in the form set out in Appendix 2 not less than forty (40) days before the date of the annual general meeting;*
- d. where more than one nomination is received from members in a State or Territory, the Executive Officer will prepare a postal ballot form with the names placed on the form as determined by draw and forward a form to each member in that State or Territory not less than thirty (30) days before the date of the annual general meeting;*
- e. members wishing to cast a vote will complete and return the ballot form to the returning officer not less than ten (10) days before the date of the annual general meeting;*
- f. the candidate with the highest number of votes will be declared elected; and*
- g. in the event that there is equality in the number of votes for the highest ranking candidates, the candidate to be elected will be determined by a draw.*

NOMINATION AS NATIONAL BOARD MEMBER OF ASSOCIATION**TAFE DIRECTORS AUSTRALIA INCORPORATED**

(Incorporated under the Associations Incorporation Act 1991)

I,
(Full name of member)

hereby nominate for the position of member of the National Board of the abovenamed Incorporated Association.

.....
(Signature of nominee)

Date

Rule 13(c) provides that:

Nominations for the position of National Board member will be delivered in writing to the Executive Officer in the form set out in Appendix 2 not less than forty (40) days before the date of the annual general meeting.