



Australian Council for Educational Leaders  
ABN 75 132 672 416  
PO Box 876, Strawberry Hills NSW 2012  
**P** 1800 680 559 | +61 2 8396 0800  
**F** 1800 680 561 | +61 2 9319 5801  
**E** admin@acel.org.au  
**W** accel.org.au

## NOTICE OF 2021 ACEL AGM

Dear ACEL Members,

The Australian Council for Educational Leaders (ACEL) is an organisation whose members are comprised of educational leaders in every State and Territory of Australia. The Annual General Meeting (AGM) of the Council is being held via zoom on Thursday the 18th of November 2021. All ACEL members are invited to attend the AGM - details are given below.

**DATE:** Thursday 18 November 2021  
**TIME:** 06.00pm – 07.00pm  
**LOCATION:** Online, a link to join the meeting will be sent to you closer to the time

### Registration

Register [online](#) to confirm your attendance by 5.00pm (AEST) on Wednesday 10 November 2021.

### Proxies

A Proxy Form accompanies this Notice of Meeting.

A Member who is entitled to attend and vote at this meeting is entitled to appoint a proxy to attend or participate and vote on behalf of the Member.

To be effective, Proxy Forms (duly completed and signed) must be received from a member by ACEL at its Registered Office not less than 72 hours before the time of holding the Annual General Meeting.

### By order of the Board

**Company Secretary**  
**25 October 2021**



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## PROXY FORM

Your vote is important – appointing a proxy can see your vote count even if you cannot attend the Annual General Meeting. To complete the Proxy form please read the instructions and accompanying Notice of Meeting on the ACEL website at [www.acel.org.au](http://www.acel.org.au) for details of each item of business.

### 1. Member Details

<b>Registered Name</b>	
<b>Address</b>	
<b>Email</b>	
<b>Contact Number</b>	

### 2. Appointment of Proxy

I/We being a member/s of the Australian Council of Educational Leaders hereby appoint:

the Chair of the Meeting (tick the box)

OR

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Print the name of the person you wish to appoint as proxy

OR

If the person named does not attend, or if no person is named, the Chair of the Meeting as



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my/our proxy to act generally at the Meeting on my/our behalf and to vote as directed below or if no directions are given as the proxy sees fit during the 2021 Annual General Meeting of Members of the Australian Council for Educational Leaders to be held by attendance at 06.00pm (Australian Eastern Standard Time) and at any adjournment of that Meeting.

### 3. Voting Directions to Your Proxy

For each item of business please mark X in one box only to indicate your voting instruction. If you do not specifically indicate how to vote below then your proxy may decide how to vote on any motion at the Meeting.

To approve all AGM motions as proposed by the Board.

<b>AGM MOTIONS</b>	<b><u>IN FAVOUR</u></b>	<b><u>AGAINST</u></b>	<b><u>ABSTAIN</u></b>
<b>MOTION 1: Financial Report &amp; Annual Report</b>			
<b>MOTION 2: Other business noted prior to AGM</b>			

### 4. Signature of Member

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING YOUR PROXY FORM

### 1. Registered name and address

This is your name and address as a member as it appears in ACEL's Register of Members. If the information is incorrect please contact ACEL on [admin@acel.org.au](mailto:admin@acel.org.au) to update your details.

### 2. Appointment of proxy

If you want your proxy to be someone other than the Chair of the meeting please insert their name in the box.

If you leave this section blank or your named proxy is unable to attend the Meeting then the Chair will be your proxy.

Remember that if you appoint someone other than the Chair to be your proxy and a poll is called then they are not compelled to exercise your proxy, in which case your vote would not count.

### 3. Voting directions to your proxy

You may direct your proxy how to vote on a given item of business by placing an X in one of the three boxes opposite that item. If you mark your vote then your proxy must vote that way for your vote.

- i. If you want your proxy to vote for the proposal cross the box under In favour.
- ii. If you want your proxy to vote against the proposal cross the box under Against.
- iii. If you do not want your proxy to vote at all regarding the proposal cross the box under Abstain.
- iv. If you are undecided and want to leave the decision to your proxy at the meeting do not mark any box against the item then your proxy will decide how to vote at the meeting.
- v. If you place an X in more than one box against an item then the proxy will not know how to vote and your vote will be invalid.

### 4. Signature

Each Member must sign.

For organisations, the form must be signed by an officer or attorney duly authorised.

If the proxy is signed under authority or power of attorney, the authority or notarially certified copy of the power or authority must be deposited at the registered office of the ACEL not later than 5.00pm (AEST) Wednesday 10 November 2021.



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## 5. Lodging your proxy

There are 4 ways for you to lodge your proxy form:

- i. Mail to reach the registered office of ACEL by not later than 5.00pm (AEST) Wednesday 10 November 2021.  
The mail address is PO Box 876, Strawberry Hills 2012  
OR
- ii. Deliver to reach the registered office of ACEL at Suite 501, Level 5, 50 Holt Street Surry Hills NSW 2010 by not later than 5.00pm (AEST) Wednesday 10 November 2021.  
OR
- iii. Email the details on this form to [admin@acel.org.au](mailto:admin@acel.org.au) quoting your Membership number by not later than 5.00pm (AEST) Wednesday 10 November 2021.



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## QUESTIONS FROM MEMBERS IN ADVANCE

ACEL aims to provide relevant and timely information to members at the AGM.

If you would like to submit a question, please use this form and send it to ACEL at PO Box 876 Strawberry Hills 2012 or alternatively email your questions to [admin@acel.org.au](mailto:admin@acel.org.au)

To be considered, questions must be received by no later than 5.00pm (AEST) Wednesday 10 November 2021.

Questions will be collated and, during the meeting, either the Chair or an appropriate Director will seek to address as many of the topics as possible. Individual answers will not be sent to Members.

<b>Registered Name</b>	
<b>Address</b>	
<b>Email</b>	
<b>Contact Number</b>	

### Questions

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