



Townsville Community
LEGAL SERVICE INC

NOTICE OF 2013-2014 ANNUAL GENERAL MEETING

Townsville Community Legal Service Inc cordially invites you to our Annual General Meeting.

When: 5.30pm Monday 27 October 2014.

Where: Townsville Community Legal Service office, 2/181 Sturt Street Townsville.

Please find attached:

- Agenda;
- Membership renewal form;
- Management Committee nomination form; and
- Proxy form.

We will post the Annual Report and Audited Financial Statements to our website www.tcls.org.au as soon as they are available. We would appreciate if you could print your own copy from our website, or feel free to bring along an electronic copy on your tablet or smartphone. We will have a very small number of printed copies for reference at the AGM.

Please contact Jane at tcls@tcls.org.au or on 4721 5511:

- If you would like to be updated when the reports are available, or if you have difficulty in accessing or printing the reports; and
- To RSVP – we would really appreciate accurate numbers for quorum and catering purposes. If you can't attend, please help us out with numbers by giving someone your proxy vote.

Please return forms to:

The Secretary
Townsville Community Legal Service Inc
PO Box 807
TOWNSVILLE QLD 4810

Or via email to tcls@tcls.org.au



Townsville Community
LEGAL SERVICE INC

Agenda

1. Welcome
2. Present/Apologies
3. Minutes of previous AGM (21 October 2013)
4. Presentation of the 2013-2014 Annual Report
5. Treasurer's report and audited financial statements
6. Stand down of the 2013/2014 Committee
7. Appointment of Chair for Elections
8. Election of the 2014/2015 Committee
9. Appointment of Auditor
10. Close and refreshments.



Townsville Community
LEGAL SERVICE INC

Membership

TAX INVOICE
ABN 95 265 387 091

Name _____ Date _____

Address _____

_____ Post Code _____

Telephone (W) _____ (H) _____ (M) _____

Area of expertise / interest _____

I would like to become an

ordinary*

associate member*

of the TOWNSVILLE COMMUNITY LEGAL SERVICE INC for 2014-2015.

I support the objects** of the Townsville Community Legal Service **

I enclose an \$11.00 Membership Fee (GST inclusive)

I enclose a \$3.00 Membership Fee (student or pensioner)

I enclose a donation of \$ _____

Return to: Townsville Community Legal Service, PO Box 807, Townsville QLD 4810. If you would like to receive information electronically by selecting the box below and providing your email address:

Email: _____

I wish to OPT OUT of receiving AGM documents by mail – please only use email.

* Please delete whichever does not apply. Please note that ordinary membership is available for people only. Associate membership is available to corporations, associations and other entities.

** See TCLS objects overleaf.



**Townsville Community
LEGAL SERVICE INC**

OBJECTS OF THE TOWNSVILLE COMMUNITY LEGAL SERVICE INC

The objects for which the Association is established are:

- (1) To provide a free and accessible legal service;
- (2) To seek legal and social change in order to create a more just society;
- (3) To address inequalities within the law and society;
- (4) To promote legal education;
- (5) To provide a legal service which recognizes the social / welfare issues facing its clients;
- (6) To provide crisis counseling and support and / or referral to appropriate agencies;
- (7) To encourage community participation in the delivery of the legal services it provides.

The Management Committee advises that the Association has public liability insurance in the amount of \$20,000,000.



Proxy

1. General Proxy

Townsville Community Legal Service Inc:

I, _____, of _____ a member of the association, appoint _____, of _____ as my proxy to vote for me on my behalf at the annual general meeting of the association, to be held on the 27th of October 2014 and at any adjournment of the meeting.

Signed this _____ day of _____ 2014.

Signature

_____ OR _____

2. Specific Proxy

Townsville Community Legal Service Inc:

I, _____, of _____ a member of the association, appoint _____, _____ as my proxy to vote for me on my behalf at the annual general meeting of the association, to be held on the 27th of October 2014 and at any adjournment of the meeting.

Signed this _____ day of _____ 2014.

Signature

This form is to be used

*in favour of/*against [*strike out whichever is not wanted*] the following resolutions— [*List relevant resolutions*]:

Please choose only one option.



Townsville Community
LEGAL SERVICE INC

Management Committee Nomination

I, _____ propose that
_____, a member of
the Townsville Community Legal Service Inc. be nominated for the position of:

- PRESIDENT
- TREASURER
- SECRETARY
- ORDINARY COMMITTEE MEMBER

Signature of Mover: _____ Date: _____

Seconded: _____ Date: _____

I, _____, the nominee, accept the nomination for
the position of _____
and understand that it is a mandatory requirement of corporate governance for Management
Committee members to regularly attend Committee meetings.

Signed: _____ Date: _____

The Management Committee advises that the Association has public liability insurance in the amount of \$20,000,000.