

# NOTICE OF ANNUAL GENERAL MEETING (AGM)

## St. John's NL AV Sub-Group

The PIPSC St. John's AV Sub-Group will be holding it's AGM on Tuesday, November 17<sup>th</sup>, 2020 from 12:00pm to 1:00pm on-line.

Please RSVP to [Susan Evans](#) by November 13<sup>th</sup>, 2020 to confirm your on-line attendance.

### Agenda

1. Roll Call
2. Approval of Agenda
3. Approval of Minutes from 2019 AGM
4. Business Arising from the 2019 AGM Minutes
5. President's Report – Tim Power
6. Financial Report – Lori Kennedy
7. Approval of Budget – Lori Kennedy
8. Guest Presentation - TBA
9. Election of Officers –
  - President (1 year term)
  - Vice-President (2 year term)
  - Secretary (2 year term)
  - Members-at-Large (one for two year term)
10. New Business and By-Law Amendments
11. Adjournment

### Election 2020 - Call for Nominations

In accordance with the By-Laws of the St. John's AV Sub-Group, a President position (one remaining year of a two year term), a Vice President position (two year term), a Secretary position (two year term), and one Member-at-Large position (two year term) will be filled by election at the 2020 AGM.

**Role of President:** The President shall call and preside at all meetings of the Sub-Group and of the Sub-Group Executive and shall present to the Annual General Meeting a report on Sub-Group activities.

**Role of Vice-President:** The Vice-President shall assist the President in the performance of his duties and, in the absence of the President, perform the duties of that position.

**Role of Secretary:** The Secretary shall be responsible for sending notices of all meetings of the Sub-Group and of the Sub-Group Executive. The Secretary shall record minutes of meetings, including attendance, maintain records and correspondence of the Sub-Group and of the Sub-Group Executive and shall ensure that a copy of the minutes is filed with the Institute. The Secretary shall also be responsible for submitting reports as required by the relevant Institute and Group By-Laws and Constitutions.

**Role of Member-at-Large:** Each Member-At-Large will perform such duties as may be assigned by the Executive.

Nominations may be submitted in writing by October 30<sup>th</sup>, 2020 or may be made from the floor of the Sub-Group AGM. Each nomination must be made by a member in good standing and seconded by another member in good standing. All nominations are to be sent to the Elections Committee c/o [Karen Daley](#).