



## **NOTICE OF ANNUAL GENERAL MEETING**

**OF**

### **THE ROYAL AUSTRALASIAN COLLEGE OF PHYSICIANS (ACN 000 039 047)**

Notice is given that the 81<sup>st</sup> Annual General Meeting (“AGM”) of Members of The Royal Australasian College of Physicians (“College”) will be held on **Monday 4 May 2020 at 3.00pm (AEST)**.

The AGM will be held at:

- 145 Macquarie Street, SYDNEY NSW 2000, Australia;
- Clinical Education Centre, 2 Park Road, Grafton, AUCKLAND, New Zealand; and
- Online using technology that gives members a reasonable opportunity to participate in the AGM.

#### **BUSINESS OF THE ANNUAL GENERAL MEETING**

The purpose of the AGM is to consider the ordinary business of the College.

#### **ORDINARY BUSINESS**

##### **1. Report of the Board**

To receive and consider the College’s 2019 Annual Report of the Board.

##### **2. Annual Financial Reports**

To receive and consider the Financial Report and Auditors’ Report for the College, for the year ended 31 December 2019.

##### **3. Result of the Election or Appointment of members to the Board**

The Meeting will declare the result of the election or appointment of members of the Board in place of those retiring and appointment to any vacancies that may have arisen. The term of the appointments will commence at the conclusion of the AGM.

#### **EXPLANATORY NOTES**

##### **1. Report of the Board**

The report of the Board is contained within the College’s 2019 Annual Report, available on the College website at <http://www.racp.edu.au/about/racp-board-and-governance/annual-reports>

##### **2. Annual Financial Report**

As required by the Australian Charities and Not-for-profits Commission Act, the Financial Report and the Auditors’ Report (collectively “the Reports”) of the College for the most recent financial year are laid before the Meeting.

The Reports are contained within the College's 2019 Annual Report, available on the College's website at <http://www.racp.edu.au/about/racp-board-and-governance/annual-reports> or in hardcopy by request to the College's Office of the Company Secretary at [companysecretary@racp.edu.au](mailto:companysecretary@racp.edu.au).

Members will be given the opportunity to ask questions about the Reports but there will be no formal resolution put to the Meeting.

### **3. Declare the Results of the Election of Members to the Board in place of those retiring**

As required by the College's Constitution, elections have recently been held for the position of President-Elect of the College, and for other office-holder positions which provide for membership of the Board, in place of those Directors who are retiring including appointments to fill any vacancies that may have arisen.

The Meeting will be formally advised of the Fellow and Trainee Members that have been appointed to the Board, as such appointments and retirements take effect from the conclusion of this AGM.

The full details of the election results across the College will also be made available on the College's website at: <https://www.racp.edu.au/news-and-events/elections-agm-egm>.

### **PARTICIPATION AT THE AGM**

As a result of COVID-19 the AGM will be held online and physically in Sydney and Auckland. Members may participate in the meeting by electronics means under the Act. Members can participate in the meeting with online real time video streaming of the meeting which permits interactive involvement by members to ask questions and make comments.

As no voting is required on any item of business at this AGM, details of voting procedures have not been included.

### **Appointment of Proxy**

Though no resolutions are being put to this Meeting, each Member who would otherwise be entitled to vote also has the right to appoint a proxy to attend the AGM on their behalf.

A proxy must be a Member of the College to be an effective appointment. If any Member wishes to appoint a proxy to attend the AGM, please follow the on-line process offered by Link Market Services, or complete and return the enclosed hard copy proxy form by any of the methods as detailed on the reverse of the proxy form.

The proxy form, either completed on-line, or included with this Notice of AGM, must be completed, signed and received by Link Market Services (for on-line form) or the College (for hard copy forms) in accordance with the instructions on the form at least 48 hours before the Meeting and in any event no later than **10.00am on Saturday 2 May 2020 (AEST)**.

### **Attendance at the AGM**

As a result of COVID-19 social distancing requirements, members wishing to attend in person are required to register their attendance via email: [elections@racp.edu.au](mailto:elections@racp.edu.au)  
Members will be registered in the priority order their requests are received.

### **FURTHER INFORMATION**

If you require any further information regarding this AGM please contact the Office of the Company Secretary on +61 2 9256 5444 (during normal business hours) or by email at: [companysecretary@racp.edu.au](mailto:companysecretary@racp.edu.au)

Alternatively, the College's Registry, Link Market Services, has established a Help Line for Members in relation to this AGM or email [racp@linkmarketservices.com.au](mailto:racp@linkmarketservices.com.au)

The details for all telephone enquiries are: +61 1800 612 532

All calls to any of the above number will be answered by Link Market Services' call centre which will be open Monday to Friday from 9.00am to 5.00pm (AEST).

Details on how to vote on-line or to appoint a proxy on-line are contained in the proxy form provided with this notice of AGM.

By Order of the Board

**Kim Davis**

Company Secretary

The Royal Australasian College of Physicians

8 April 2020