



### **NOTICE OF ANNUAL GENERAL MEETING**

**Notice is hereby given that the Annual General Meeting of Maitland Chamber of Commerce & Industry Inc (Trading as Maitland Business Chamber) will be held at: Maitland Business Central, 14 Bulwer Street, Maitland NSW 2320 on Tuesday 28 October 2025. The AGM will commence at 8:00am.**

4 Executive Committee positions are open for nominations at the 2025 Maitland Business Chamber Annual General Meeting. This includes 2 from the Executive Committee who are at the end of their 2-year term and will need to re-stand. Nominations for committee positions are to be in writing (email) and received by the Executive Officer no later the 7 calendar days before the AGM, being COB 21 October 2025.

Nomination forms can be downloaded from our website [www.maitlandbusiness.com.au](http://www.maitlandbusiness.com.au) or requested via email from [admin@maitlandbusiness.com.au](mailto:admin@maitlandbusiness.com.au). Nomination forms can also be received via post (PO Box 77, Maitland NSW 2320) or via email [admin@maitlandbusiness.com.au](mailto:admin@maitlandbusiness.com.au).

Any forms received after COB 21 October 2025 will not be counted.

Executive Committee Member Positions Available - 4

Executive Committee member positions -12

All members of the Maitland Business Chamber are invited to attend the Annual General Meeting.

#### **Agenda**

- Opening and Welcome to the members
- Ascertainment of quorum
- Apologies
- Confirmation of Minutes from previous Annual General Meeting
- Adoption of Annual Report
- Election of New Executive
- Election of Committee Members
- General Business
- Close

All members are welcome to nominate for the committee; votes will be taken from the floor.

Regards

Jason Woodward – President, Maitland Business Chamber

[president@maitlandbusiness.com.au](mailto:president@maitlandbusiness.com.au)

MAITLAND BUSINESS CHAMBER  
PO BOX 77, MAITLAND NSW 2320  
MOB: 0429 343 340

[WWW.MAITLANDBUSINESS.COM.AU](http://WWW.MAITLANDBUSINESS.COM.AU)  
[ADMIN@MAITLANDBUSINESS.COM.AU](mailto:ADMIN@MAITLANDBUSINESS.COM.AU)



**MAITLAND CHAMBER OF COMMERCE & INDUSTRY Inc**

**Trading as Maitland Business Chamber**

**2025-2026 EXECUTIVE COMMITTEE NOMINATION FORM**

Nominations Open: Friday 26 September 2025 Nominations Close: Tuesday 21 October 2025

I, ..... From .....  
(Nominee Name) (Company Name)

being a financial member (at 26/09/2025) of Maitland Chamber of Commerce & Industry Inc. wish to nominate for the Executive Committee. Up to twelve (12) Executive Members will be elected. Terms are two years.

Signature: ..... Date: .... / ..... / 2025

**Seconded** by – Financial Member, Maitland Chamber of Commerce & Industry Inc.

I, ..... from .....  
(Name) (Company Name)

Signature: ..... Date: .... / ..... / 2025

Please return this form to the Chamber's Email: [admin@maitlandbusiness.com.au](mailto:admin@maitlandbusiness.com.au)

or mail to: PO Box 77, MAITLAND NSW 2320

**PLEASE PROCEED TO THE NEXT PAGE TO LIST RELEVANT EXPERIENCE**

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### Executive Committee Nomination Form

Thank you for your interest in joining the Executive Committee. Please complete the following questions to help us understand your background, skills, and potential contributions.

#### 1. Contact Information

Full Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Role/Title: \_\_\_\_\_

#### 2. Professional Skills

Please indicate which of the following areas you have experience or expertise in (tick all that apply):

- ☐ Finance
- ☐ Legal
- ☐ Marketing & Communications
- ☐ Human Resources
- ☐ Fundraising & Sponsorship
- ☐ Governance & Compliance
- ☐ Strategic Planning
- ☐ Other (please specify below)

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### 3. Industry Experience

Briefly describe your experience in industries or sectors relevant to our vision:

### 4. Board or Committee Experience

Do you have previous experience serving on boards or committees?

☐ Yes ☐ No

If yes, please provide details (organisation, role, duration):

### 5. Community Connections

Please outline any networks, affiliations, or community connections that may support the organisations' goals:

### 7. Availability & Commitment

Are you able to commit to regular meetings and actively participate in committee responsibilities? These may include early morning and evening events.

☐ Yes ☐ No ☐ Unsure (please explain): \_\_\_\_\_