



## ARCHIVES & RECORDS ASSOCIATION OF NEW ZEALAND

### NOTICE OF ANNUAL GENERAL MEETING

to be held on

Wednesday 23 August 2017, 5.00 – 6.00pm.  
Lower Ground Floor of the National Library, Aitken St, Wellington.

## AGENDA

1. Apologies
2. Confirmation of Minutes of 2016 AGM
3. Matters arising from Minutes of 2016 AGM
4. Annual Report
  - 4.1 President's Report
  - 4.2 Treasurer's Report
  - 4.3 Auditor's Report
  - 4.4 Membership Secretary's Report
5. Appointment of Auditor for 2017/2018
6. Election of Officers & Council members
7. General Business
8. Date and place of the next AGM

Gillian Tasker  
Secretary

10 July 2017

Apologies to: [aranz@aranz.org.nz](mailto:aranz@aranz.org.nz)



**NOTICE OF ELECTION FOR COUNCIL MEMBERS 2017/2018**

The Council consists of a quorum of six members; there is a President, no more than two Vice-Presidents, Secretary, Treasurer and seven Councillors. The Council is elected at each Annual General Meeting and the term of office commences from the date of the Annual General Meeting. No member of the Council may hold the same office for more than three successive years. The Council meets at least three times a year.

Only ordinary (personal) financial members of the Association are eligible to stand for the election and they may be proposed and seconded by any financial member. Nominations must be in writing and be accompanied by the candidate's written consent.

The form below is to be used to nominate a candidate for the Election.

Nomination Forms must be returned to our Secretary (see below), Gillian Tasker, by **Tuesday 25 July 2017**.

□ .....

**NOMINATION FOR ELECTION**

**TO THE ARCHIVES & RECORDS ASSOCIATION OF NEW ZEALAND**

We, the undersigned, being ordinary (personal) financial members of the Archives & Records Association of New Zealand, nominate:

\_\_\_\_\_ for election to the Council,

to the position of: \_\_\_\_\_

Nominated by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print/write your name next to your signature)

Seconded by: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print/write your name next to your signature)

I, being an ordinary (personal) financial member of the Archives & Records Association of New Zealand, accept the above nomination for election to the Council.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to:** Gillian Tasker  
ARANZ Secretary  
PO Box 11-553, Manners Street  
Wellington 6142  
Or email: [aranz@aranz.org.nz](mailto:aranz@aranz.org.nz)

