**WATER EAST TIMOR (WET) Inc.**

**ANNUAL GENERAL MEETING**

**Terms of Reference**

FREQUENCY:

Annual General meeting must be held annually during the month of October

NOTIFICATION:

* All financial members must be given 21 days’ notice of an Annual General meeting
* Information about any specific business to be included in the meeting must be sent to all financial members 21 days prior to the meeting

QUORUM:

* 5 members being present is required to form a quorum
* If quorum not present within ½ hour of appointed meeting time then meeting adjourned for one week at some time and place

CHAIRPERSON:

* To be appointed by president

BUSINESS OF MEETING:

* Confirm previous AGM minute
* Receive the yearly financial report and complete certification required by Consumer Affairs
* Elect office bearers
* The appointed positions are:
	+ - President
		- Vice-president
		- Treasurer
		- Secretary
		- At least 2 but up to 7 ordinary members
* Any Special business – previous notice must be given
* Determine the amount of the annual subscription for the next financial year
* Appoint an Auditor

PROCESS TO NOMINATE FOR OFFICE:

* Any financial member can be appointed to the committee
* All nominations must be done in writing
* Must be signed by 2 members
* Must contain the Candidate’s consent

MINUTES:

* Any resolutions recorded in the minutes
* Minutes to include names of those present, any apologies and proxies appointed
* Minutes to be distributed to all financial members prior to the next AGM