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|  | **Das Zentrum: Australian - German Institute Inc. Room 1.03 Griffin Centre, 20 Genge St., Canberra ACT 2601****Ph: (02) 6230-0441****Internet: daszentrum.org.au****ABN 43 935 589 519** |

***“a link between Australia and the German-speaking regions of Europe”***

**Das Zentrum Notice of 2023 Annual General Meeting**

I am writing to notify you that the 2023 Annual General Meeting (AGM) of Das Zentrum, Australian-German Institute Inc., will be held on Monday, 6 November 2023 at 7.00pm. The meeting will be held at the Das Zentrum Resource Centre, Room 1.03 Griffin Centre, 20 Genge St, Canberra ACT.

The committee invites and encourages all members to attend the meeting.

The business of the AGM is as follows:

(a) to confirm the minutes of the last Annual General Meeting;

(b) to receive from the committee reports on the activities of the association during the last preceding financial year;

(c) to receive and consider the statement of accounts and the reports that are required to be submitted to members pursuant to subsection 73 (1) of the Act; and

(d) to elect members of the committee, including office-bearers.

I would like to invite members to nominate for a Committee position not only to make an active contribution to the effective functioning of the organisation and to represent the interests of our members, but also provide a contribution to the wider community. It is important for organisations such as Das Zentrum to have an active, enthusiastic, and well-functioning committee in order to do justice to the goals and objectives as set out in our constitution, and to provide a valuable service to our members. Members who would like to nominate for the Committee may do so in writing – a nomination form can be found at this link: <http://www.daszentrum.org.au/wp-content/uploads/2023/10/Das-Zentrum-Nomination-for-Committee-2023-24.docx>.

Your completed nomination form must be submitted to the Secretary, Barbara Gatzen, prior to the commencement of the meeting, either by hand or by email das.zentrum@iinet.net.au.

I look forward to seeing you at the AGM.

Kind regards

Barbara Gatzen

Secretary

**Das Zentrum: Australian - German Institute Inc.**

**7.00pm on Monday, 6 November 2023**

**AGENDA**

**ANNUAL GENERAL MEETING 2023**

1. Welcome and Apologies

2. Acknowledgement of Country

3. Confirmation of Minutes of Annual General Meeting 2022

4. Annual Report - President Doris Grosse

5. Receipt and consideration of the statement of accounts and auditor’s report

6. Appointment of Returning Officer

7. Nomination and Election of Office Bearers (4) and Committee Members (5)

(Chair: Returning Officer)

President

Vice-President

Treasurer

Secretary

Five Committee Members

(Chair: new President)

8. Appointment of Public Officer

9. Appointment of Auditor

10. Any Other Business