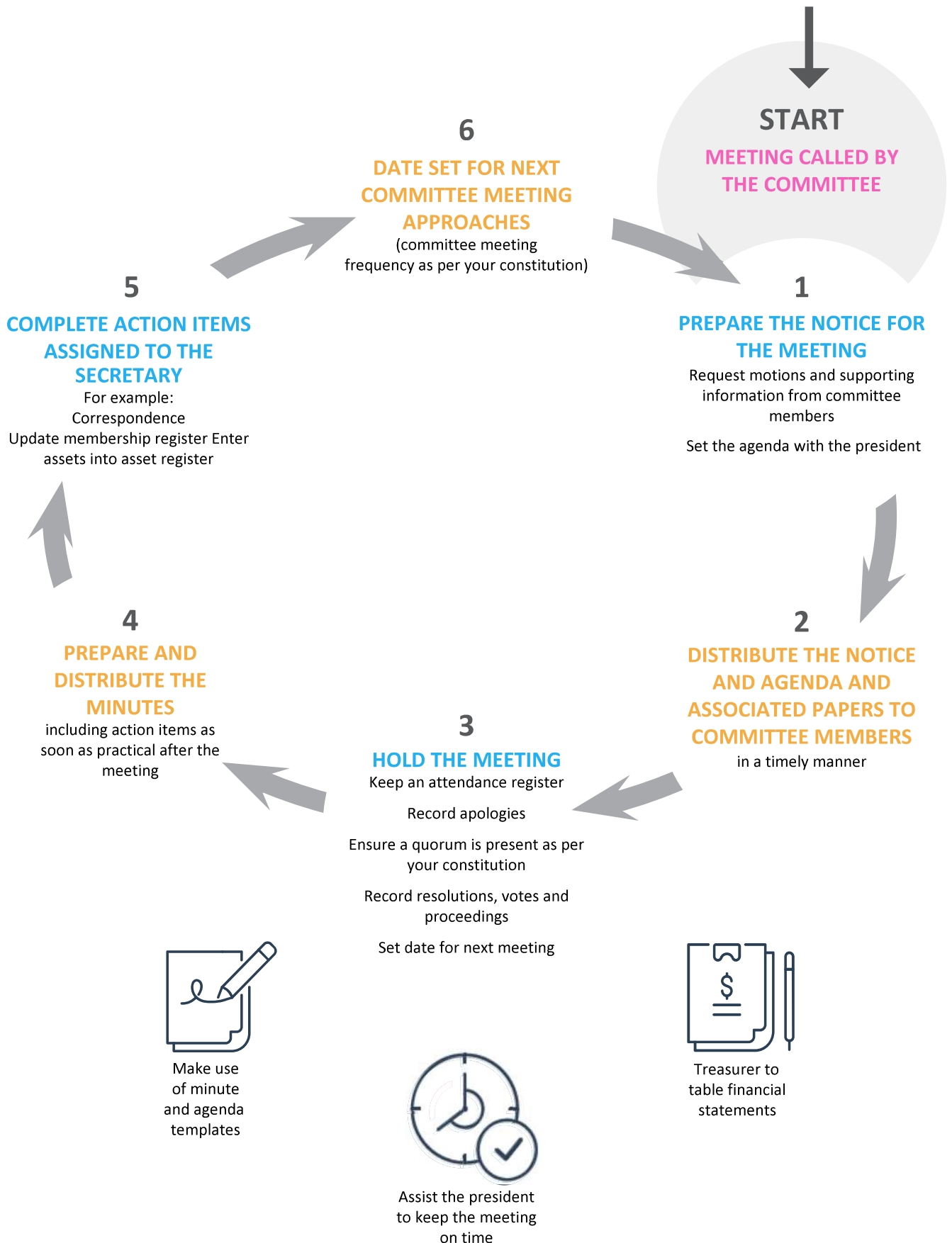
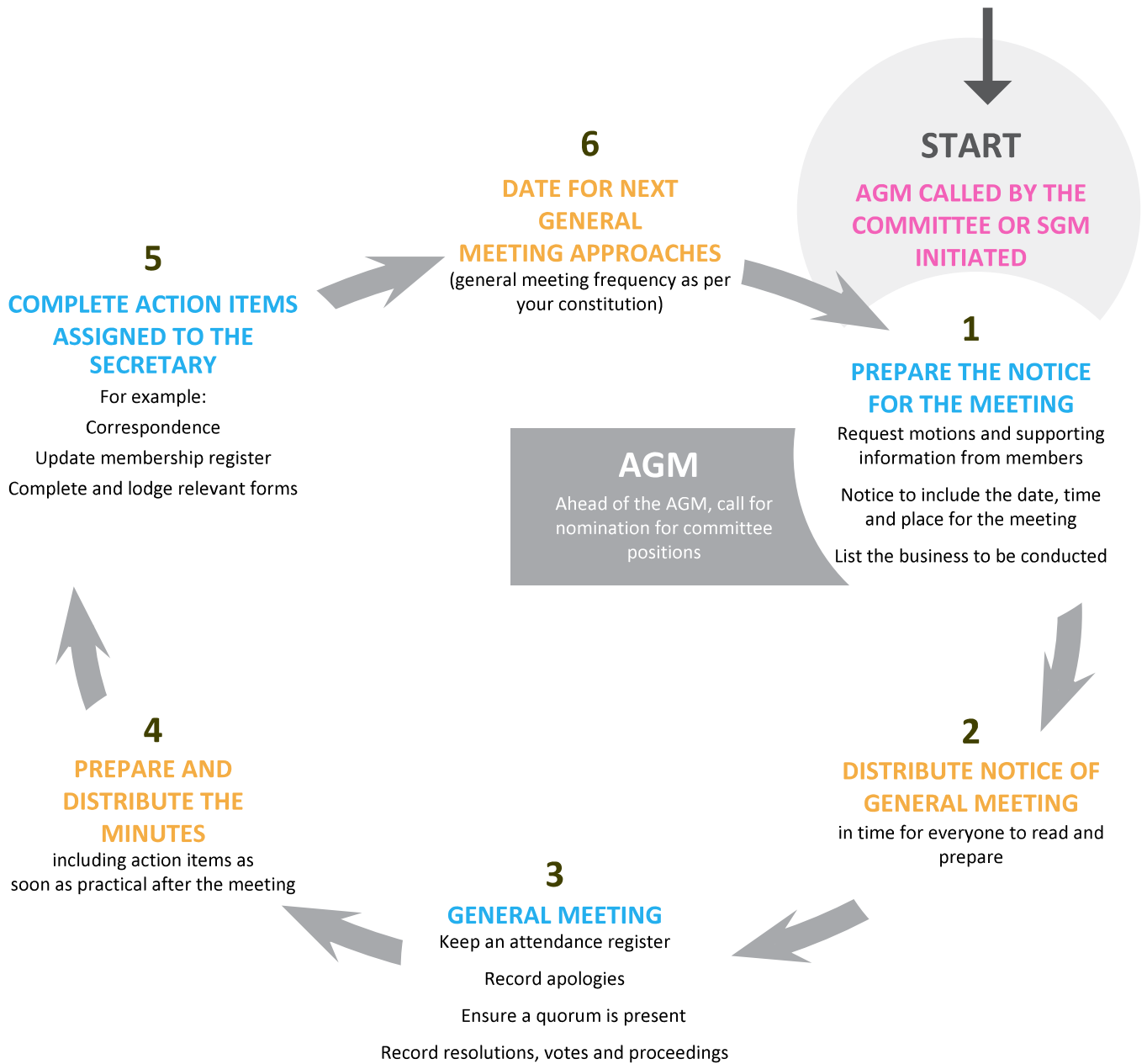


THE ROLE OF THE SECRETARY: THE COMMITTEE MEETING CYCLE



THE ROLE OF THE SECRETARY: THE GENERAL MEETING CYCLE



BUSINESS AT SGM

Only the business listed on the notice of a special general meeting may be conducted at the meeting



BUSINESS AT AGM

- President's report
- Secretary's report
- Treasurer's report and financial statements
- Election of office bearers