

## RESPONSIBLE INVESTMENT ASSOCIATION AUSTRALASIA

### NOTICE OF THE ANNUAL GENERAL MEETING

5:30pm to 6:30pm AEDT  
Thursday 3<sup>rd</sup> December 2020  
Online, via zoom

#### 1. NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given of the Annual General Meeting of the Responsible Investment Association Australasia (RIAA) to be held:

**Thursday 3<sup>rd</sup> December 2020**

5:30pm to 6:30pm AEDT

Online, via zoom

Please mark your diaries now and come along for the launch of RIAA's Annual Report and reporting on RIAA's achievements over the last year and progress towards achieving our strategy.

#### Business of the meeting:

1. Accept the minutes of the 2019 AGM.
2. Receive, consider and adopt the financial report of the Association to the year end 30 June 2020.
3. Receive reports by Chairperson and CEO on the activities of the Association to the year end 30 June 2020.
4. Announce members of the RIAA Board and elect office bearers.
5. Vote on the special resolution: that the members adopt the revised Constitution of the Association
6. Transact any business that may be lawfully brought forward.

Any enquiries please email [operations@reponsibleinvestment.org](mailto:operations@reponsibleinvestment.org)

#### 2. APPOINTMENT OF PROXIES

In accordance with the Constitution of the Association, each member is entitled to appoint another member as proxy for the AGM by notice given to the Secretary (via RIAA office) by no later than two business days prior to the AGM – 17:00 AEDT Monday 30<sup>th</sup> November. **To appoint a proxy, please sign and submit the Appointment of Proxy form on the following page.**

By order of the RIAA Board,

Grace Palos

Secretary, RIAA

11 November 2020

*To submit proxies, please email Secretary of RIAA, C/O: [operations@responsibleinvestment.org](mailto:operations@responsibleinvestment.org)*

## APPOINTMENT OF PROXY

A RIAA member is entitled to attend and vote or to appoint a proxy to attend and vote in their place.

Proxy forms must be sent to [operations@responsibleinvestment.org](mailto:operations@responsibleinvestment.org) by 17:00 AEDT Monday 30<sup>th</sup> November 2020.

I, \_\_\_\_\_ of \_\_\_\_\_  
(your full name) (member organisation affiliation)

being a current Member of RIAA, hereby appoint

I, \_\_\_\_\_ of \_\_\_\_\_  
(full name of your proxy) (organisation of your proxy)

being a member of RIAA, as my proxy to vote for me on my behalf, at the Annual General Meeting of RIAA to be held at 5:30pm on Thursday 3<sup>rd</sup> December 2020 and at any adjournment of that meeting,

\_\_\_\_\_ date \_\_\_\_\_  
(signature of RIAA Member appointing the proxy)

**NOTE:** A proxy vote may not be given to a person who is not a member of the Association, and no members, excluding the chair, may hold more than five proxies (Constitution 36(2) and 34(4)).

Email the completed form to [operations@responsibleinvestment.org](mailto:operations@responsibleinvestment.org)