



Wednesday, 20 September 2023

Tēnā koutou SAFE members,

Re: Notice of SAFE Annual General Meeting

Thank you for being a member of SAFE working to end animal exploitation.

On behalf of the SAFE Board, I would like to formally invite you to the 2023 Annual General Meeting, which will take place on **Wednesday 1st November at 6:30pm via Zoom** (details below).

The AGM is an exclusive opportunity to hear about some of the mahi SAFE has undertaken on behalf of animals over the past financial year and participate in the running of our organisation.

This year the AGM will once again be held virtually using the Zoom video conference platform to mitigate the challenges to participation caused by geographical location.

If you are planning to attend, please send your RSVP to the Board's assistant via **courtney.tainui@safe.org.nz**. Alternatively, you can call SAFE with your RSVP on 0800 7283 2646.

I would also like to take this opportunity to invite nominations to the SAFE Board. Please find further information about this AGM and Board nomination procedure below.

The Board look forward to seeing you on November 1st and would like to thank you again for your membership.

Ngā mihi,

A handwritten signature in black ink, appearing to read "K Birks".

Katharine Birks, Secretary, SAFE Board of Trustees

Notice of SAFE Annual General Meeting

The 2023 SAFE Annual General Meeting will be held on **Wednesday 1st November at 6:30pm** over Zoom. You may attend from any location using a mobile or desktop device. For security reasons and for voting eligibility, please ensure you enter the meeting using your full name, with your camera on.

To attend the meeting:

Zoom Meeting details have been sent to all SAFE Society Members. Please reach out to the Board's assistant via courtney.tainui@safe.org.nz if you have difficulty locating this information on your invitation.

Prior to meeting please ensure your Zoom software is up to date

To download Zoom use this link: <https://zoom.us/download>

If you have already installed Zoom, check you have updated to the latest version.

- On Windows 10: Open Zoom, access the apps "profile menu" which is found in upper right hand corner. Select "Check for Updates".
- On Mac: Open Zoom in Applications folder. In the Zoom.us menu select "Check for updates".
- On mobile devices: Open your Apple/Google Play app store to check for updates.

Draft AGM agenda

1. Welcome from the Chair and introduction of current Board members
2. Apologies
3. Minutes of 2022 AGM
4. 2022-2023 Annual Financial Report
5. Appointment of Auditor for 2023-2024
6. Annual Report
7. End of Year video
8. Election of Board members
9. Guest presentation
10. Any other items

Further information about the Annual General Meeting can be obtained from the SAFE Secretary –secretary@safe.org.nz.

Call for Remits

The Secretary of SAFE hereby calls for any remits to be presented at the SAFE Annual General Meeting. Remits must be received in email form by the Secretary (secretary@safe.org.nz) no less than 28 days prior to the date of the Annual General Meeting.

Call for Nominations to the SAFE Board

We are seeking nominations for the SAFE Board. Prospective Board members must be a current, financial member of SAFE, at least 18 years of age and demonstrate a commitment to the goals and objectives of SAFE. Board members must not have a clear and demonstrable conflict with the goals and policies of the Society. Any previous conflict must not have existed within the previous 12 months of being appointed. Where considered necessary, the Board may refer vetting questions to the candidate, require references and undertake any due diligence actions the Board considers fit before approving Board nominations.

The role of the Board is to ensure the security and longevity of SAFE, that it remains solvent, and complies within the spirit as well as the letter of the law and ensures the probity of its financial reports. The Board determines purpose and adds value by leading the development of SAFE's vision and strategies and has ownership of SAFE's strategic direction. It is dedicated to acting as a team with a high performance culture committed to engaged, quality governance. It supports open debate, diversity and thoughtful challenge. The Board holds Management to account through informed, effective and independent oversight of performance and ensures purpose and strategy are understood and implemented by Management.

Board members must possess the skills, attributes and values that will assist SAFE in attaining its goals. To this end the membership of the Board should provide diverse expertise and experience. An understanding and appreciation of the principles of good governance is essential and previous governance experience is essential.

The term of a Board member's tenure runs for up to three years (should there be a full quota of Board members), after which time they must retire from office but are eligible for re-election. Board members are required to be available for three to four, face-to-face conferences per annum, plus additional teleconferences as required, and must also be available via email and phone for Board communications.

We are seeking nominations for the available positions on the SAFE Board. Members may either be nominated by a current paid up member of SAFE or may self-nominate.

Nominations must include:

- Full name
- A 100-word (or less) description of yourself/nominee and your reasons and qualifications for your nomination – what skills you will bring to the Board
- A photograph of yourself/nominee
- An outline of your governance experience

These will be available to members voting in the election of SAFE Board members.

You must also include (for internal use only):

- Your address and phone number
- Your email address
- A completed prospective Board Member application form (obtained from the Secretary on request)

Nominations must be received by the Secretary (secretary@safe.org.nz) no later than 10 days from the date of issuing this notice.

Elections for the SAFE Board will be held by ballot (should there be more nominations than positions available) no less than 21 days prior to the SAFE Annual General Meeting.

Elected Board members may be required to attend the SAFE Board meeting also held on 1st November after the Annual General Meeting has concluded.

We look forward to seeing you at the AGM on **1st November 2023**.

PO Box 5750 Victoria Street West, Auckland 1142

0800 SAVE ANIMALS (08007283 2626)

[Safe.org.nz](https://www.safe.org.nz)

