

Annexure 2

Form of Notice of Annual General Meeting of Convocation

The University of Newcastle is holding its Annual General Meeting of Convocation at [insert location] on [insert date] at [insert time].

An agenda of the meeting will be made available on [insert date] at [insert web link].

All members of Convocation are invited to attend. Members of Convocation are:

- (1) Members and past members of the University Council
- (2) Graduates of the University (including graduates of any former institution that has become part of the University, or any predecessor of any such institution)².
- (3) Members of the academic staff of the University
- (4) Members of the professional (non-academic) staff of the University
- (5) Any persons who have retired from employment as a member of the academic or non-academic staff of the University after having been a member of Convocation for 12 months or more
- (6) Any persons who hold an honorary appointment or who have been conferred an honorary position or honorary award from the University
- (7) Past members of the council of the Hunter Institute of Higher Education, the Newcastle Teachers' College, or the Newcastle College of Advanced Education

The Rules Governing Convocation can be found at [insert web link].

Elections for the following positions will be held at the meeting:

[insert number of positions available on the Alumni Advisory Committee]

[if relevant, insert the President and/or the Deputy President of the Alumni Advisory Committee]

Nomination forms and instructions are available at [insert web link]. Nominations must be received by 5.00pm on [insert date].

² Section 3(2) of the *University of Newcastle Act 1989*