



NOTICE FOR THE ANNUAL GENERAL MEETING OF THE NAMIBIAN CHAMBER OF ENVIRONMENT

Dear NCE Member,

Notice is hereby given to all Members that the **ANNUAL GENERAL MEETING** of the **Namibian Chamber of Environment** will be held on **05 April 2017 at 09:00** at Hotel Thule, No 1 Gorges Street, Klein Windhoek, Windhoek to conduct the following business:

AGENDA

Item	Description
1	Welcome and introduction by the Chairperson
2	Presence of a Quorum
3	Apologies
4	Approval of Agenda
5	Chief Executive Officer's report
6	Receive and review interim Financial Statements for the period 1 July 2016 to 31 March 2017
7	Consider appointment of Auditors for the year 2016/2017
8	Ratify admission of new Members, membership
9	To consider, and if necessary nominate Executive Committee Members
10	Any other matters
11	Vote of Thanks
12	Meeting close

The AGM will be followed by a short brain-storming workshop. The workshop will answer just two questions: (i) **What would you like the NCE to do to help support your work?** and (ii) **What would you like the NCE to do, with and on behalf of the membership, to help promote sound environmental management in Namibia?**

Lunch – at about 13h00.



Please note that:

1. A quorum comprises five (5) Members
2. If there is no quorum by 09h30, the Annual General Meeting is automatically adjourned for one week, for the same weekday, time, and venue (or, if, such venue is not available, at a venue as notified by the CEO).
3. As a member of the Namibian Chamber of Environment you are entitled to appoint a proxy to exercise all or any of your rights to attend, speak and vote at the Meeting using the proxy form enclosed with this notice of meeting.
4. Proxies are appointed in writing and under signature of the person appointing the proxy.
5. Please return the completed proxy form to the Office Manager of the Namibian Chamber of Environment before the commencement of the Meeting.
6. If the form is not delivered before the commencement of the Meeting, it is invalid.

Executive Committee

NAMIBIAN CHAMBER OF ENVIRONMENT



ANNUAL GENERAL MEETING OF NAMIBIAN CHAMBER OF ENVIRONMENT

PROXY FORM

I, _____, being the authorised representative of
the organisation _____ which is a member of the
Namibian Chamber of Environment, appoint _____ as my
proxy to represent me / my organisation at the Annual General Meeting of the Namibian
Chamber of Environment to be held on Wednesday 05th April 2017 at 09h00 at Hotel Thule,
No 1 Gorges Street, Klein Windhoek, Windhoek, Namibia

Date: _____

Signature: _____