



**NOTICE FOR THE 2ND 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 **10 August 2018 at 09h00 for 09h30** at The River Crossing Lodge, Windhoek Area to conduct the following business:

A G E N D A

Item	Description
1	Welcome and introduction by the Chairperson
2	Presence of a Quorum
3	Apologies
4	Approval of Agenda
5	Adoption of the Minutes of the previous AGM held on 05 April 2017 (the Minutes are on the NCE website)
5.1	Correctness
5.2	Matters Arising
6	Chief Executive Officer's report
7	Presentation of the audited financial statements for the period 1 July 2016 to 30 June 2017 and 1 July 2017 to 30 June 2018
8	Appointment of Auditors for the year 2018/2019
9	Ratify admission of new Members
10	To consider, and if necessary nominate Executive Committee Members
11	Any other matters
12	Closing comments by the chairperson and Vote of Thanks

The AGM will be followed by:

- (i) A concise report-back on implementation of issues raised in the 2017 mini-workshops at the last AGM (the Proceedings are on the NCE website); and
- (ii) A short brain-storming workshop on the subject: **What should the NCE's priorities be for 2018-19?**

Lunch – at 13h00

NOTES:

1. A quorum comprises five (5) Members.
2. If there is no quorum by 10h00, 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 attached below.
4. Proxies are appointed in writing and under signature of the NCE Member 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

Minutes of the 2017 AGM are available at: http://www.n-c-e.org/sites/default/files/2018-03/Draft%20Minutes-%201st%20AGM%20held%20on%2005%20April%202017_0.pdf

Proceedings of the mini-workshops held with the 2017 AGM are available at: <http://www.n-c-e.org/sites/default/files/2018-03/Workshop%20proceedings%20April%202017.pdf>

The NCE Constitution is available at: http://www.n-c-e.org/sites/default/files/2017-05/NCE_Constitution.pdf

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 Friday 10th August at 09h00 at The River Crossing
Lodge, Windhoek Area, Namibia

Date: _____

Signature: _____