NOTICE TO MEMBERS OF ANNUAL GENERAL MEETING

An Annual General Meeting of Members of the Australian Collaborative Education Network Ltd (ACEN) will be held on

THURSDAY, OCTOBER 2, 2014 commencing at 12.45pm, River Room, 3rd Floor, Twin Town Conference Centre, Cnr Griffith St, Coolangatta QLD & Wharf St, Tweed Heads NSW

AGENDA

1. Declaration of proxies and recording of members present
2. Minutes of the 2013 AGM held by teleconference on Wednesday, November 13, 2013.
3. President’s report
4. Audited financial report by Chair of Finance and Audit Committee
   1 July 2013 to 6 Nov 2013 (as an incorporated association)
   7 Nov 2013 to June 30, 2014 (as a company limited by guarantee)
5. Election of Board Members
6. Appointment of auditor

PROXIES

A Member who is entitled to attend and vote at this meeting is entitled to appoint a proxy to attend and vote instead of the Member. Details in relation to a Member’s entitlement to appoint a proxy and instructions for the lodgment of a Proxy Form are described in Clauses 25-27 of the Constitution (see: http://acen.edu.au/constitution/).

To be effective, Proxy Forms need to be returned to the ACEN Administration admin@acen.edu.au by September 30, 2014

By order of the Board

Alan Blackman
Company Secretary
NOMINATION FOR ELECTION TO THE ACEN BOARD

Nominations are called for eligible members to be elected as Directors. Up to five members may be elected. Current directors retiring under this requirement may choose to nominate again.

Elections for the above positions will be held at the Annual General Meeting to be held on Thursday, October 2, 2014

To be eligible for election to the above positions members must be registered on the Members Register, prior to date of the general meeting, and to have their nomination supported by two other Members who are eligible to vote.

Nominations must be received by the Secretary not later than Tuesday, September 30, 2014, using the attached form.

Nominating Members should be aware that they are obligated to demonstrate support from their employer for their participation on the Board, including attendance at one face-to-face meeting each year. See also http://acen.edu.au/executive-responsibilities/

Nomination for the Board
I hereby declare that I wish to nominate as a Director of ACEN.

Nominee’s Name ................................................................. Nominee’s Institution .................................................................
Provide a resumé of not more than 150 words: (1) the nominee’s qualifications and relevant experience; (2) the nominee’s contribution to ACEN and to WIL and (3) key issues the candidate sees as facing ACEN. Details provided here (or attached separately) will be distributed to voting members prior to election.

Nominee’s Signature ........................................................................................................................................................................

Nominators
We, as eligible members, hereby nominate the above named member for election as a Director of ACEN.

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<thead>
<tr>
<th>Nominator 1</th>
<th>Nominator 2</th>
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<tbody>
<tr>
<td>Name</td>
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<tr>
<td>Institution</td>
<td>Institution</td>
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<tr>
<td>Signature</td>
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PROXY FORM
(please print)

The Secretary
Australian Collaborative Education Network Limited

I, ........................................................................................................................................(NAME)
of............................................................................................................................................(ADDRESS)

being a Member of Australian Collaborative Education Network Limited appoint:

I, ........................................................................................................................................(NAME)
of............................................................................................................................................(ADDRESS)
or, in his/her absence:

I, ........................................................................................................................................(NAME)
of............................................................................................................................................(ADDRESS)
or, if I have not nominated a proxy or if the nominee is absent from the meeting, the
chairperson of the meeting as my proxy to vote on my behalf at the general meeting of
Australian Collaborative Education Network Limited to be held on: 2nd the day of October, 2014
and at any adjournment of that meeting.

Note
A Member who is entitled to vote at the meeting may appoint a proxy.
A proxy need not be a Member of the Company.

Directing your Proxy
If you do not instruct your proxy how to vote on a resolution, your proxy may vote as he/she
thinks fit or abstain from voting.

This proxy form must be signed by the appointing Member or the Member's attorney.

Signed ..................................................................................................................................... Dated .........................