

## Director Nomination Instructions and Form



Address: PO Box 2346 Taren Point, NSW 2229, Australia  
Phone: +61292812630; Email: [popai@popai.com.au](mailto:popai@popai.com.au)  
Website: <http://www.popai.com.au>  
ABN 21 072 736 693

### **DIRECTOR NOMINATION INSTRUCTIONS**

#### **POINT OF PURCHASE ADVERTISING INTERNATIONAL (POP AI)**

Date: 25 May, 2017  
To: All Members

In accordance with the Constitution of Point Of Purchase Advertising International (POP AI), nominations are now called for Members wishing to serve on POP AI's Board of Directors for an initial two (2) year period from 28 July, 2017. Directors will be elected at POP AI's Annual General Meeting, to be held on Thursday 27 July, 2017, from 5:15pm for a 5:30pm start at IdeaWorks, 35 Clarence St, Sydney.

All Directors are required to personally, by telephone or other means from time to time agreed by the Board of Directors in accordance with POP AI's Constitution and applicable law, attend meetings of the Board, held once every one (1) month. Directors shall oversee and set policy direction and decisions made for the benefit of all Members, in accordance with POP AI's Constitution. Board meetings run for between one and two hours. Directors will work closely with POP AI's General Manager.

The position of Director does not carry any financial remuneration or reimbursement for out of pocket expenses incurred in attending Board Meetings, including without limitation the cost of airfares if the elected Director resides interstate.

Only Members whom have made active contributions to POP AI and to the industry may nominate a delegate to be a POP AI Director. A listing of POP AI's current Members may be found on POP AI's website at <http://www.popai.com.au>

Nominations will only be accepted in writing and must be lodged with the Secretary by 5:00pm Wednesday 28 June, 2017 by a scanned, signed email copy of the attached Director Nomination Form to the General Manager, Carla Bridge.

A Director Nomination Form is attached as Attachment A. For further information or assistance please contact POP AI's General Manager, Carla Bridge, on (02) 9281 2630 or 0412 727 774, or by email to [carla@popai.com.au](mailto:carla@popai.com.au)

Please together with the Nomination Form include the following:

- (1) A head shot of the Nominee; and
- (2) A short bio (120 words maximum) emphasising the Nominee's past relevant experience and contributions to industry and to POP AI.

The Constitution permits a maximum of ten (10) Directors to be elected, including in all cases two (2) Directors elected only by the current Board Members. Ballot forms will be prepared and circulated by the Secretary by 5:00pm at least twenty-one (21) days prior to the Annual General Meeting (i.e., by Thursday 6 July 2017), and completed forms must be received by POP AI online by 5:00pm at least seven (7) days prior to the Annual General Meeting (i.e., by Thursday 20 July 2017).

Please note several important nomination guidelines:

- Nominations are required to be from a Member Company, not an individual, as Membership of POPAI is vested in a Company; should a serving Director cease employment with a Member company, s/he must immediately resign from the Board.
- Nominees may not vote for themselves;
- Each Member Company may only vote once, via its authorised representative;
- Current Board Members may vote and be the authorised representative for their respective Member Companies; and
- Each Company may have only one (1) nominee.

The results of the ballot will be announced at POPAI's Annual General Meeting; however, if only ten (10) nominations are received, including in all cases two (2) Directors nominated by the current Board Members, a Ballot will not be necessary.

Please note that in order to be nominated or to vote in the 2017 POPAI election, your company is required to be a current Member of POPAI as of 5:00pm on Thursday 27 July 2017.

By order of the Board of Directors of POPAI:

Authorised by:



By: Janet Bailey

Title: Chairperson

Date: 25 May, 2017

END

Attachment A

Director Nomination Form



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**DIRECTOR NOMINATION FORM**

**POINT OF PURCHASE ADVERTISING INTERNATIONAL**

**(POP AI)**

We hereby nominate the following Member company to provide the below listed delegate nominee to serve on the Board of POP AI AUSTRALIA & NEW ZEALAND (POP AI) for a two (2) year period from 28 July, 2017.

**MEMBER COMPANY**

.....

[Print Member Company Name Above]

Company Address.....

.....

Company Phone:.....

Company Email:.....

**NOMINEE DETAILS**

Name of Nominee:.....

Nominee's Position in Company:.....

Authorised Company Representative Signature:.....

**This nomination for a delegate to serve on the Board of POP AI AUSTRALIA & NEW ZEALAND is endorsed by Member Company's Senior Management:**

Name:.....

Position in Company:.....

Authorised Company Representative Signature:.....

**\*\* Please together with this nomination form include the following:**

- (3) A head shot of the Nominee; and**
- (4) A short bio (120 words maximum) emphasizing the Nominee's past relevant experience and contributions to industry and to POP AI.**

END