

memorandum



TO CEOs Queensland Divisions Network
FROM Mr David Phillips, Company Secretary
CC General Practice Queensland Board; Divisional Board Chairs
SUBJECT **1:30PM, 16 October 2010**

**NOTICE OF GPQ BOARD
DIRECTOR NOMINATIONS,**

DATE 9 August 2010

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**A proud member of the Australian
General Practice Network.**

The 2010 General Practice Queensland AGM will take place on Saturday 16 October 2010. In accordance with the constitution, at this AGM 2 General Practice Queensland Board Director positions are due for election. The Company Secretary invites your Division to nominate any Natural Person (not a corporation) for the Board of General Practice Queensland election. Please note that the constitution allows that all retiring board members are eligible for re-election upon nomination.

Below is a list of the AGM documentation available to download from the GPQ *CEOs webpage* and *Board Chairs webpage* (your member login details are required):

- 01 Notice of Annual General Meeting
- 02 Explanatory Memo regarding Annual General Meeting
- 03 Explanation of Nomination Process and Nomination Form
- 04 Board Member Key Criteria
- 05 Proxy Form
- 06 Nominee Profile - to be completed by nominee
- 07 Information for Board Nominees
- 08 GPQ Board Charter
- 09 GPQ Board Director Remuneration
- 10 Board Director Role Description
- 11 GP Remuneration
- 12 Board Travel and Reimbursement
- 13 Board commitments for 2010

If your division is interested in nominating candidate(s) for election to the Board of General Practice Queensland, please submit your nomination form(s) by **12 noon Wednesday 8 September 2010** to the address indicated on the *Nomination Form*. Following this date, General Practice Queensland will provide to divisions a list of candidate's names along with the names of the nominating persons.

If more than 2 candidates are nominated then an election will occur. Ballot papers will be sent to members on 9 September 2010. Each Queensland Division (ordinary members) is eligible to vote for 2 Directors.

Please note that candidates must be a Natural Person (not a corporation) and do not have to be a member of your Division; and that nomination forms must be submitted in hardcopy.

For divisions wishing to nominate a proxy for the AGM, a proxy form is also available to download from the GPQ *CEOs webpage* and *Board Chairs webpage*. The proxy form is to be lodged with the General Practice Queensland Company Secretary no later than **24 hours prior** to the scheduled commencement of the AGM.

If you have any queries please direct them to David Phillips, Company Secretary on 3105 8300.

A handwritten signature in black ink, appearing to read 'David Phillips'.

David Phillips
General Practice Queensland Company Secretary