

# Notice of Annual General Meeting of the New Zealand Hair and Beauty Industry Training Organisation Incorporated

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## To be held on Monday 27 June 2022

We are pleased to notify our Board and Members that the New Zealand Hair and Beauty Industry Training Organisation Incorporated (“HITO”) Annual General Meeting (“AGM”) will be held on Monday 27 June 2022.

The meeting will take place at **HITO Wellington Office, Level 2, 107 Customhouse Quay, Wellington Central** commencing at 11am in person and via Zoom. Light refreshments will be available. Zoom

The important points related to the AGM are:

- Motions and items of AGM business:** If the Board or any Employer Members wish to submit any proposed motions (alterations to the HITO Constitution) or other items of business for consideration at the AGM these must be received in writing on the **Proposed Motion 2022** form (available at [www.hito.org.nz/agm](http://www.hito.org.nz/agm)) to the HITO CEO, **c/o sheree.gillespie@hito.org.nz** no later than **5pm Monday 30 May 2022** (28 days before the AGM).
- AGM paperwork** including agenda, remits, previous minutes, Annual Report, names of board applicants, voting and proxy forms will be emailed to members and available on the HITO website no later than **Monday 6 June 2022** (21 days before the AGM).
- Employer Member Delegates:** Employer Members who wish to appoint a **delegate** to represent them at the AGM should forward, in writing, the name of their delegate to the HITO CEO, **c/o sheree.gillespie@hito.org.nz** by **10am Monday 20 June 2022**. (7 days before the AGM).
- Member Representatives:** Association Members, Education Members and Corporate Members can appoint a **representative** to represent them at the AGM. Forward in writing the name of the representative, and who they represent to the HITO CEO, **c/o sheree.gillespie@hito.org.nz** by **10am Monday 20 June 2022** (7 days before the AGM).
- Attendees:** Any other HITO members who wish to attend the AGM must notify HITO CEO, **c/o sheree.gillespie@hito.org.nz** by **10am Monday 20 June 2022**. (7 days before the AGM).
- Postal or Electronic Votes:** The deadline for submitting Postal and Electronic Voting Forms is **5pm Friday 24 June 2022** to the Returning Officer, **c/o sheree.gillespie@hito.org.nz** (48 hours before the AGM).
- Please RSVP by **Friday 24 June** if you wish to attend in person or via zoom to **sheree.gillespie@hito.org.nz**. (48 hours before the AGM).

8. **Proxy Forms:** The deadline for submitting Proxy Forms is **9am Monday 27 June 2022** to the Returning Officer. (1 hour before AGM)
  
9. Any **questions** contact Sheree Gillespie (Executive Support), **sheree.gillespie@hito.org.nz**.

**HITO CEO:** Kay Nelson  
**Address:** HITO, PO Box 11 764, Wellington.  
**Email:** C/o sheree.gillespie@hito.org.nz

The Returning Officer for the AGM will be:

**Name:** Nigel Barker  
**Address:** Level 3, Customhouse Quay, Wellington  
**Email:** c/o sheree.gillespie@hito.org.nz