19th August, 2016

Dear Member,

Invitation to HKAST Annual General Meeting 2016

On behalf of the Hong Kong Association of Speech Therapists, I am pleased to invite you to the Annual General Meeting 2016 at Lecture Hall, 4/F, Duke of Winsor Social Service Building, 15 Hennessy Road, Hong Kong on 30th September, 2016 (Friday), at 6:30 pm – 9:00 pm. The run-down will be as follows:

6:30-7:00 pm Registration
7:00-9:00 pm Annual General Meeting
- Meeting Call to Order
- Establishment of Voting Strength
- Adoption of Agenda of the Annual General Meeting 2016
- Adoption of Minutes of the Annual General Meeting 2015
- Report from the Chairperson
- Update on Accredited Registers (AR)
- Election of 2016-17 Board of Committee
- Appointment of Honorary Auditor
- Appointment of Honorary Legal Advisor
- Briefing of Professional Indemnity (PI) insurance
The ‘AGM package’ is enclosed with this letter. Membership should be applied or renewed on or before 16th September 2016. Two weeks of processing time will be needed for membership approval/renewal.

If you are unable to attend the AGM, please fill out the attached proxy form and return it to us either by email at hkast@speechtherapy.org.hk or by fax at 3007 2590 on or before 26th September 2016.

The nomination period of 2016-17 Board of Committee is between 4th September 2016 and 11th September 2016. The completed nomination form as attached should reach GPO Box 372, Central, Hong Kong (Attention: Election Officer, Election of 2016-17 Board of Committee) by 11th September 2016 (according to the postal chop). In order to allow members to have better understanding towards candidates, each candidate is entitled to have his/her election materials (an introductory message, photograph, and individual insights, on A4-size paper) posted, or sent by email, once through the HKAST after the nomination deadline, yet the postage should be paid by the candidates.

We need your support and participation to make the AGM a success. Please also encourage your colleagues to join. The AGM is open to all speech therapists.

We look forward to seeing you at our AGM!

Regards,

Joshua Lai (Mr.)
Chairperson
2015-2016 Board of Committee

NOTE:
Only Full Members who have paid the 2016/17 subscription fee shall be entitled to nominate, or be nominated for the Board of Committee election; and/ or to vote in the AGM or submit a proxy.
TO: HKAST
FAX: 3007 2590 EMAIL: hkast@speechtherapy.org.hk

Please return this form by mail or by fax before 26th September 2016

HKAST Annual General Meeting 2016

PROXY FORM

NOTE: Only Full Members who have paid the 2016/17 subscription fee shall be entitled to submit a proxy, or act as a proxy. All proxy forms should be returned to us either by email at hkast@speechtherapy.org.hk or by fax at 3007 2590 on or before 26th September 2016. Incomplete forms will be void.

I, ________________, shall not be attending the AGM of The Hong Kong Association of Speech Therapists to be held on 30th September, 2016. I hereby appoint * the current Chairperson of the Association/ HKAST member: __________________(Membership No.: ________) to act as my proxy in the meeting.

As my proxy, he/she will have full authority to act on my behalf to demand or join in demanding a poll and to vote on a poll at the AGM.

*Please delete as appropriate

Name of Member: Dr / Mr / Mrs / Ms*

Membership No.: ________________________________________________________________

Signature: ___________________________ Date: ____________________________

For Office Use: ☑ Valid ☐ Void Checked by ________________________________ (Election Officer)
TO: Election Officer, AGM 2016, HKAST

Please send this form to GPO Box 372, Central, Hong Kong before 26th September 2016

2016-17 HKAST Board of Committee Election

NOMINATION FORM

NOTE:
The nomination period of 2016-17 board of committee is between 4 September 2016 and 11 September 2016. No nomination will be accepted after the nomination period. Only Full Members who have paid the 2016/17 subscription fee shall be entitled to nominate, or be nominated for the Board of Committee election. Incomplete forms will be void.

Part 1: Candidate Details

Candidate Name: Dr / Mr / Mrs / Miss / Ms*

Membership No.:

Job Title:

Institution/ Unit:

Qualifications:

Contact Address:

Tel: 

Mobile: 

Email: 

Fax: 

Part 2: Nomination Details

Proposer Name: (Membership No.: )

Signature:

Seconder Name: (Membership No.: )

Signature:

Part 3: Declaration

I declare that I shall be abided by the Constitution of The Hong Kong Association of Speech Therapists, and have paid the 2016/17 subscription fee. I would like to participate in the 2016-17 HKAST Board of Committee Election, which will be held on September 30, 2016.

Candidate Signature:

Date: 

*Please delete as appropriate