



24 April 2007

Notice of 2007 Annual General Meeting and Call for Nominations for Executive Board Positions

Dear Members,

The next Annual General Meeting will be held on **Friday, 18 May 2007** from 10.45 am to 11.15 am at the Conference Venue, Taiwan National University.

Agenda

1. Record of attendance and apologies.
2. Minutes of the previous Annual General Meeting
3. Business arising from the minutes
4. President's report
5. Treasurer's report
6. Vice-President's report - Membership
7. Election of Office Bearers and Honorary Auditors
8. Close of AGM

Any member who wishes to place an item on the agenda is requested to email the Secretary by **May 11, 2007**. Other inquiries should also be directed to the Secretary, Mr. Keng-Mun Yam at apear@livingeffectively.com by **May 11, 2007**.

Sincerely,

(signed)
Keng-Mun Yam
Secretary



Call for Nominations for Executive Board Positions 2007-2009

Professional, general and designated organizational members are encouraged to nominate for election to a Board position. Please use the Nomination Form attached or download the form from <http://www.apear.org>.

Although the APEAR Constitution does not stipulate the kind of Nomination Form to be used or other related details, for efficient administration and conduct, kindly observe the following processes:

Nominations shall be accepted in the prescribed Nomination Form.

A member can nominate for more than one committee position, but each nomination must be on a separate, properly completed form

Each nomination form must bear the signature of the nominee and be supported, in writing, by 2 members whose signatures must also be on the form.

Nominations must be received by the time the AGM is declared open on 18 May.

Constitution Information about Executive Board

Information about the Composition and Election of Executive Board Members Election are as follows:

Management and Executive Board

10.1 Composition of the Executive Board Members

10.1.1 The administration of APEAR shall be entrusted to an Executive Board consisting of the following to be elected at alternate Annual General Meetings. The members of the Executive Board shall be President, Vice-President, Secretary, Treasurer, Immediate Past-President and up to six other Executive members.

10.1.2 The President must be a professional member of APEAR. Other Board members must be voting members of APEAR. No more than one Board member may be employed on a full or part time basis by any one organization. No one country may be represented by more than two (2) members concurrently on the Board.



10.2 Election of Board Members

10.2.1 Names for the above offices shall be proposed and seconded at the Annual General Meeting and election will follow on a simple majority vote of the members. All office-bearers, except the Treasurer may be re-elected to the same or related post for a consecutive term of office. The term of office of the Board is two years.

10.2.2 Election will be either by show of hands or, subject to the agreement of the majority of the voting members present, by a secret ballot. In the event of a tie, the Chairman of the meeting shall have a casting vote.

Prescribed Nomination Forms

Nomination forms are available as attached with this Notice or through downloading at <http://www.apear.org>



Asia Pacific Employee Assistance Roundtable (APEAR)

EXECUTIVE BOARD ELECTION MAY 18, 2007
NOMINATION FORM FOR EXECUTIVE BOARD POSITION

I,
Print Name of Nominee

of.....
Print Address of Nominee

.....

NOMINATE FOR THE POSITION OF.....

I am a professional / General / Organizational member of the Asia Pacific Employee Assistance Roundtable (APEAR).

Date.....

Signature of Nominee.....

I SUPPORT THIS NOMINATION:

Print Member's Name

Print Member's Name

Print Address

Print Address

Member's Signature

Member's Signature



EXECUTIVE BOARD ELECTION MAY 18, 2007
NOMINATION FORM FOR EXECUTIVE BOARD POSITION

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2. Nominations shall be accepted in the prescribed Nomination Form.
3. A member can nominate for more than one committee position, but each nomination must be on a separate, properly completed form
4. Each nomination form must bear the signature of the nominee and be supported, in writing, by 2 members whose signatures must also be on the form.
5. Nominations must be received by the time the AGM is declared open on 18 May by the Chairman.

Other inquiries should also be directed to the Secretary, Keng-Mun Yam at apear@livingeffectively.com by May 11, 2007.