

26 October 2023

<Member Name>
<Address>
<Address>

Dear <Member Name>,

ANNUAL GENERAL MEETING - IMPORTANT VOTE

It is my pleasure to invite you to the 70th Annual General Meeting (AGM) of Endeavour Foundation on Monday, 27 November 2023. Notice of the 2023 Annual General Meeting is attached.

This is an important year for Members of Endeavour Foundation. In addition to the usual business of the AGM, there is an important vote to consider updating our Constitution. If you are unable to attend, you are encouraged to cast a vote by proxy. Further information is set out below and attached.

Breakfast || 7:30am

This year our AGM will again proceed with a light breakfast at Endeavour Foundation, 33 Corporate Drive, Cannon Hill, Brisbane, for those Members who are able to attend. This year we will have a panel discussion with people we support, asking them to share their experiences and stories.

Annual General Meeting || 9.00am

Once again, the AGM will be a hybrid meeting, to enable as many Members as possible to participate. You can choose to attend on-site or virtually in real-time. Both options allow you to vote and ask questions.

When: Monday 27 November 2023

Time: 9.00am (AEST/ Qld time)

Where: Onsite or virtually

On-site: 33 Corporate Drive, Cannon Hill, Brisbane, Queensland

Please note there is limited on-site (entry via Southgate Avenue) and on-street parking. Registration opens at 8.00am. If you have mobility issues that may impact upon how you access the site on the day, please contact the Company Secretariat who can assist you with parking and building access options: companysecretary@endeavour.com.au or on (07) 3908 8401.

Virtually: Type <https://endeavouragm.verovoting.com.au/> into your browser to register your attendance. Virtual attendance is via a unique access link issued to each Member that enables access to and participation in the meeting.

Endeavour Foundation has a number of Area Committees, currently comprising of 59 Members, with representatives forming a National Council. The Board has consulted widely with the existing Area Committees and with National Council and is now recommending adoption of a revised Constitution. Whilst the current Constitution, which has been revised periodically over the years, has served the organisation well for the past 22 years, the Board conducted a full review of the Constitution and recommends the adoption of a range of changes to ensure that the governance structures continue to serve the needs of the organisation in the context of today.

Enclosed with this letter is your Notice of AGM and full Explanatory Memorandum, which contains more detailed information on the proposed changes and voting procedure.

An important purpose of an AGM is to allow you, as a Member of Endeavour Foundation, to vote on matters put to the meeting. For those Members who are unable to attend the meeting, either virtually or in person, the Board encourages you to vote by submitting a Proxy Form. Your Proxy Form and Online Meeting Guide (containing your unique log-in details) are also included with this letter.

To view the proposed Constitution, By-Laws, the audited Annual Financial Report for the year ended 30 June 2023 or the 2022-2023 Annual Report, please visit our website at

www.endeavour.com.au/get-involved/annual-general-meeting or scan the QR code below.



If you have any questions or require printed copies of any of these documents, please contact the Company Secretariat at companysecretary@endeavour.com.au or (07) 3908 8401.

My fellow Directors and I look forward to your attendance at the AGM and we thank you for your continued support.

Regards,



Elizabeth Jameson AM

Chair