

# THE CHAMBER OF ENGINEERING TECHNOLOGY

(Association Not For Gain)

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2025

## Notice of the Annual General Meeting.

**Date: Monday 17 March 2025**

**Time 19h15**

**On Line Meeting.**

### Agenda:

1. Welcome.
2. Read the notice calling for the annual general meeting.
3. Receive apologies for non-attendance and confirmation of attendance.
4. Confirm the minutes of the previous AGM held on October 2023.  
Note: (No AGM for 2024 was held in 2024. This one now in March 2025 is for the 2024 AGM.).
5. Read the annual financial statements.
6. Receive the Chairman's Report.
7. Appointment of Auditors.
8. Vote for incoming Council members. The Council shall consist of the following members;  
Chairperson;  
Two Vice Chairpersons;  
Secretary;  
Treasurer  
The Immediate Past-Chairperson is not voted into office, as the post is automatic by reason of the member's past position.  
The above members form the Executive committee.  
All the current Council members are also available for election.  
  
Extra members to assist;  
Company / Patron members representative  
Non Corporate members representative  
  
More members than noted above may be elected or co-opted to the Council, but not the Executive.
9. Announce the new Council and Executive members.
10. Appointment of Chief Administration Officer.
11. A Brief Information, Questions & Answers Session.
12. Close the formal part of the meeting.

**Please RSVP before the 10h00 on the 12 March 2025 so that we can register you and send you the required meeting link.**

**Please note that the following current Executive and Council members are available for re-election but not necessarily to their current positions (Current positions shown in brackets)**

### Messrs:

R Ledwaba (Chairperson)  
D Havenga (Vice Chairperson)  
C Boonzaier (Vice Chairperson)  
Pat Moncur (A Past Chairperson)  
Viv Nel (Treasurer / Administrator).  
G Smith  
A Capazoria

**Please Note;**

**Any member in good standing is eligible to stand for election to Council. You may nominate yourself.**

If you know of any member who is willing to stand for election for Council, please ask them to confirm this in writing by E mail if they are not going to be present at the AGM.

**For those who cannot attend Nomination and Proxy forms are attached.**

**Forms may also be requested by E mail if needed. Please send request to [engineer@netactive.co.za](mailto:engineer@netactive.co.za)**

*Please note the above mentioned forms must be received by E Mail at least 3 working days before the AGM.*

**Serving on COET Council: What it entails.**

The most important role is to identify strategies and functions that should be executed to promote and strengthen COET and the role and image of the engineering practitioners, to assist in the execution of these functions where possible and to and provides an oversight role. Only members in good standing, not owing any membership fees, can serve on Council

In the last instance, Council is a voluntary, unpaid committee that runs COET, gives direction and ideas, decide on what needs to be done and who is to do it. Due to the new normal brought about by Covid , most decisions are made by electronic media such as E mails and a What's App group. There are usually 3 or 4 online Zoom meetings a year for further discussion, mostly after business hours.

V Nel. Pr Tech Eng, Pr Techni Eng.

Admin Officer

**E mail [engineer@netactive.co.za](mailto:engineer@netactive.co.za)**

**NOMINATION FORM**

I ..... , being a member of The Chamber of Engineering

Technology in good standing, do hereby nominate .....

a member of The Chamber of Engineering Technology for election to a position on the Council and / or Executive Committee. Such election is to take place at the Annual General Meeting to be held on 17 March 2025 at 19h15 at an on line meeting.

(Proposer)

Print Name and Initials ..... Signature .....

Nominated Persons Acceptance (Print Name and Initials) .....

Contact Telephone No .....

E Mail address .....

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**PROXY FORM**

I ..... , being a member of The Chamber Of Engineering

Technology in good standing, do hereby appoint The Chairman of The Chamber of Engineering

Technology or

The Chairman of the meeting

or.....being a member of The Chamber of Engineering

Technology who is in good standing, to attend the Annual General Meeting to be held on 17 March 2025 at 19h15 at an on line meeting.

The proxy may speak and vote on my behalf.

Print Name and Initials ..... Signature .....

Contact Telephone No .....

E Mail -----