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## **BOTSWANA INFORMATION TECHNOLOGY SOCIETY NOTICE OF ANNUAL GENERAL MEETING**

**Date released:** 8 March 2025

Notice is hereby given that the Annual General Meeting (AGM) of BITS will be held on 8<sup>th</sup> April 2025 at 17:30 – 18:30hrs, at Balsago University of Botswana and virtually on Ms Teams.

### **Agenda:**

1. President Report
2. Presentation and approval of the financial statements for the year ended 2024 - 2025.
3. Election/re-election of board members.
4. Appointment of auditors.
5. Any other business (AOB).

**Proxy Voting:** If you are unable to attend, you may appoint a proxy to vote on your behalf. Proxy forms must be submitted by 28 March 2025, 16:30hrs.

**Call for Nominations:** Nominations should be sent to the secretariat within 21 days of this notice or, on/before the 28<sup>th</sup> of March 2025. A nomination form can be accessed on the BITS website and the instructions for the nominations are in for nomination form.

**Documents for Review:** The financial statements will be available for review on [www.bits.org.bw](http://www.bits.org.bw) or may be requested by contacting the secretariat via email: [botswanaitociety@gmail.com](mailto:botswanaitociety@gmail.com).

### **For further inquiries, please contact:**

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We look forward to your participation.