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| Template – annual general meeting agenda  Committees of management |
| Your committee can choose to use this template  agenda for an annual general meeting of the committee.  To use the template, cut and paste the table below into a word document. |

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| **AGENDA – Annual General Meeting**  *[insert name of committee]*  Meeting for the financial period of 1 July [*insert year*] to 30 June *[insert year]*  Meeting date: *[insert]*  Meeting time: *[insert]*  Location: *[insert]*  List of present members of the committee: *[insert]*  Contact for enquiries: *[insert name and contact details for enquiries about the AGM]* |

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| **Item** | **Responsible person** |
| 1. Welcome, including Acknowledgement of Country. | Chair |
| 2. Apologies | Secretary |
| 3. Minutes of last annual general meeting |  |
| 4. Annual management report | *[usually presented by the chair]* |
| 5. Annual financial report | *[usually presented by the treasurer]* |
| 6. Questions from the floor | Chair |
| 7. Election of new committee (including, if applicable, reappointments) |  |
| 8. Thanks to outgoing committee of management |  |
| 9. Other business |  |
| 10. Close of meeting |  |

## Minutes for an AGM

The minutes of an AGM will follow the same items as the agenda template.

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