# AGM AGENDA TEMPLATE

(Insert Name of Club/Association) ANNUAL GENERAL MEETING

(Time, Date & Venue)

* Opening of meeting
* Apologies
* Confirmation of minutes of previous Annual General Meeting
* Presentation of annual report and financial statements
* Adoption of annual report
* Election of board/committee members
* Vote of thanks to outgoing board/committee members
* Appointment of auditor
* Determination of annual membership fee   
  *(if the annual meeting sets this rather than the board/committee)*
* Notice(s) of motion
* Urgent general business  
  *Matters of general business should be limited to things that are the business of the annual meeting and not delve into the delegated work of the board/committee*
* Close of meeting

Annual meetings can be a good time for general discussion and feedback on a wide range of subjects. This is more stakeholder consultation than the strict business of an annual meeting. Nonetheless it is still required to be well-structured to ensure it meets the needs of those attending.