Agenda – Annual General Meeting Template



**IMPORTANT**

This template is accompanied by examples to serve as a reference for contextualising the agenda according to your meeting requirements.

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| --- | --- |
| **Date:** |  |
| **Time:** |  |
| **Venue:** |  |

Attendees:

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| --- | --- |
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|  |  |

Guests:

|  |  |
| --- | --- |
|  |  |
|  |  |

Apologies:

|  |  |
| --- | --- |
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| **#** | **Item** | **Allocated Time** | **Attachments** | **Decisions/Actions** | **Responsible Person** |
| --- | --- | --- | --- | --- | --- |
| 1 | Welcome and Acknowledgement of Country |  |  |  |  |
| 2 | Opening and Apologies/attendance list circulated |  |  |  |  |
| 3 | Confirmation of minutes of previous AGM  |  |  |  |  |
| 4 | Business arising from previous minutes |  |  |  |  |
| 5 | Presentation of financial statements and accepted |  |  |  |  |
| 6 | Presentation of reports:[delete/add as required]* President
* Treasurer
* Enrolment Officer
* Teacher/coordinator
* Fundraising
* Other
 |  |  |  |  |
| 7 | General business* Business may be conducted if advertised according to the constitution; for example, amendments to the constitution, amalgamation with another service, etc.
 |  |  |  |  |
| 8 | Guest speaker/information session for new parents (optional) |  |  |  |  |
| 9 | Election of new committee |  |  |  |  |
| 10 | Close meeting |  |  |  |  |