Agenda - SPECIAL GENERAL MEETINGS Template



**IMPORTANT**

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

[Service Name]

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

Attendees:

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

Apologies:

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

| **#** | **Item** | **Allocated Time** | **Attachments** | **Decisions/Actions** | **Responsible Person** |
| --- | --- | --- | --- | --- | --- |
| 1 | Welcome and Acknowledgement of Country |  |  |  |  |
| 2 | Opening and Apologies/attendance list circulated |  |  |  |  |
| 3 | General business* The business, as advertised including any special resolutions (if applicable) in the notification of the Special General Meeting, would be stated on the agenda or as an Attachment to it.
 |  |  |  |  |
| 4 | Close meeting |  |  |  |  |