

Insert Incorporated Associations Logo Here

Annual General Meeting Agenda

[Name of Association] Incorporated

Dear member,

This is to advise you of the upcoming Annual General Meeting of the members of [Insert Incorporated Association Name]. The details of this meeting are as follows:

Date:	
Time:	
Place:	

Attached are:

- the minutes of the last annual general meeting
- the financial statement for the year ending [insert day month year]
- the annual report (if applicable)
- supporting documents for any special resolutions (if applicable)
- nomination form (if applicable)
- proxy form (if applicable).

At this meeting the following positions are up for election:

- President/Chairperson
- Vice President/ Vice Chairperson
- Secretary
- Treasurer
- Public officer

Reminder regarding proxy forms:

[Insert any conditions imposed in the constitution]

Voting:

[Insert an eligibility to vote; i.e. financial member, full member, over 18 years.]

Electronic meeting information:

[if applicable]

Agenda

Item	Description	Responsible
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1	Welcome and introductions	President/Chairperson
2	Apologies and proxies	Secretary
3	Review of actions from previous annual general meeting	President/Chairperson
4	Acceptance of minutes of previous annual general meeting and any special general meetings held during the year	President/Chairperson
5	President/Chairperson's report	President/Chairperson
6	Treasurer's report	Treasurer
7	Questions to the committee	All Members
8	Declaration of conflict of interest	All Members
9	Proposed resolutions [eg. Change of constitution, membership fees for the year, major expenditure]	President/Chairperson
10	Acceptance of financial statement	Treasurer
11	Acceptance of annual report	President/Chairperson
12	Appointment of the auditor	Treasurer
13	Election of officers	Returning officer/ Chairperson/ independent party
14	General business	President/ Chairperson
15	Meeting close	President/ Chairperson

This template is an example only. Check your constitution and any legislation that applies to find out whether you need to make any changes to this template before using it.