**AGM Agenda**

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| **Agenda**Board of  | Meeting number: Date: Time: From: To:Location:  |
| Item | Presented By |
| **Administrative** |
| 1. Welcome, karakia | President/Chairperson |
| 2. Apologies | Secretary |
| 3. Review of actions from previous annual general meeting  | President/Chairperson |
| 4. Acceptance of minutes of previous annual general meeting | President/Chairperson |
| 5. President/Chairperson’s report | President/Chairperson |
| 6. Treasurer’s report | Treasurer |
| **7. Proposed resolutions** |
|  Proposed resolution | Moved by | President/Chairperson |
|  Proposed resolution | Moved by |
|  Proposed resolution | Moved by |
| 8. Acceptance of financial statements | Treasurer |
| 9. Acceptance of annual report | President/Chairperson |
| 10. Appointment of and questions to the auditor  | Treasurer |
| 11. Election of directors  | Returning officer |
| **12. Invited speakers** |
| Success stories from guest speakers or branches of the organisation | Guest speakers |
| 13. Meeting close | President/Chairperson |