
TEMPLATE 10: AGENDA FOR AN ANNUAL GENERAL MEETING

[on letterhead]

**THE ANNUAL GENERAL MEETING OF
[Name of Organisation]
To be held on [date]
At [venue]**

ALL WELCOME

Apologies:

Minutes of [number] AGM held on [insert date] and matters

Chairpersons Report

CEO/Manager's Report

Treasurer's Report

Appointment of an Auditor

Nomination for Board/Committee Executive

Consideration of Notices of Motion received / Remits

General Business