# Annual general meeting agenda template

|  |  |  |  |
| --- | --- | --- | --- |
| Chairperson |  | Minute taker |  |
| Date of meeting |  | Time |  |
| Location |  | | |
| Invited guests |  | | |
| Attachments |  | | |

#### Actions from previous annual general meeting

|  |  |
| --- | --- |
| Topic lead | Action |
|  |  |

#### Agenda items

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| --- | --- | --- |
| Topic lead | Topic | Papers/attachments |
| Chairperson | Welcome and acknowledgements |  |
| Chairperson | Approval of the previous AGM minutes |  |
| Principal  Chairperson  Treasurer  Name  Name  Name  Name | Annual Reports   * Principal report * Chairperson report * Finance report * Subcommittee reports (delete if not applicable)   + OSHC (delete if not applicable)   + Canteen (delete if not applicable)   + Fundraising (delete if not applicable)   + Add others if applicable |  |
| Returning officer (Principal) | Election of parent members to council   * Nominations * Election process * Declaration of results |  |
| Chairperson | Any other business |  |
| Chairperson | Closing remarks |  |

#### Meeting closed: