# Annual general meeting agenda template

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| --- | --- | --- | --- |
| 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 |  |
| PrincipalChairpersonTreasurerNameNameNameName | 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: