Annual General Meeting Agenda

[Organization legal name]

Date	[Month day, year]	**Time**	[00:00]
Location	[Address or video link]	**Notice sent**	[Date]

Order of business

No.	Item	Lead	Purpose
1	Welcome, apologies and quorum	[Chair]	Procedure
2	Notice of meeting	[Secretary]	Procedure
3	Minutes of the last annual general meeting	[Chair]	Approval
4	Chair's annual report	[Chair]	Information
5	Financial statements for [year]	[Treasurer]	Approval
6	Election of directors	[Chair]	Vote
7	Appointment of auditor	[Chair]	Vote
8	[Resolution]	[Name]	Vote
9	Questions from members	[Chair]	Discussion
10	Close of meeting	[Chair]	Procedure

Voting and proxies

Proxy forms must reach [Name or address] by [date and time].