**AGM Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |