**Annual General Meeting**

**Agenda**

[DATE]

[TIME]

[LOCATION]

|  |  |  |
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| **Agenda Item** | **Description** | **Speaker** |
| 1 | Opening Remarks | **[PRESIDENT]** |
| 2 | Approval of Previous AGM Minutes | **[PRESIDENT]** |
| 3 | Report of the Directors | **[PRESIDENT]** |
| 4 | Financial Statements *(Note: this can be a part of the Report of the Directors)* | **[SECRETARY-TREASURER]** |
| 5 | Appointment/Election of Directors | **[PRESIDENT]** |
| 6 | Special Resolutions *(Note: insert some descriptive language here (e.g., Special Resolution to revise the Constitution and Bylaws)* | **[PRESIDENT]** |
| 7 | Discussion Period/Other Business | **[PRESIDENT CHAIRS THIS]** |
| 8 | Adjournment | **[PRESIDENT]** |