



SCHOOL NAME GOES HERE

## Annual General Meeting agenda

Date:	Monday 29.00.022
Time:	12:00 pm
Location:	Enter location here

Item	Description	Responsible
1	Welcome and introductions	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	Questions to directors	President/Chairperson
8	Proposed resolutions	President/Chairperson
	<b>Proposed resolution</b>	<b>Moved by</b>

9	Acceptance of financial statements	Treasurer
10	Acceptance of annual report	President/Chairperson
11	Appointment of and questions to the auditor	Treasurer
12	Election of directors	Returning officer
13	Meeting close	President/ Chairperson

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