

**ANNUAL GENERAL MEETING OF MEMBERS OF AN ASSOCIATION**

Company/ Association: **#name#**

ACN: #

Date of meeting: #

**AGENDA**

- 1. Welcome by Chairperson
- 2. Apologies
- 3. Minutes of Previous AGM
- 4. Matters Arising From the Minutes
- 5. President’s Report
- 6. Secretary’s Report
- 7. Treasurer’s Report
- X Table #audited/unaudited# Accounts for previous financial year
  
- 8. Election of Office bearers
  - X #
  - X #
  - X #
  - X #
  
- 9. Special Business
- 10. Guest Speaker
- 11. Date of next meeting
- 12. Close

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DATED: The \_\_\_\_\_ day of \_\_\_\_\_ 20##

.....  
Name: #  
Title: #

[Type here]