

ANNUAL GENERAL MEETING

AGENDA

[insert facility name]

Section 355 Committee

A Section 355 Committee Annual General Meeting will be held as follows:

Venue:	
Date:	
Time:	

1. Apologies
2. Confirmation of the Minutes from the previous AGM.
3. Reading of Annual Reports from the Chairperson / Treasurer (if available).

The Chairperson declares all positions vacant and the Returning Officer (which can be a committee member) appointed by the Committee takes the chair and presides over the following items:

4. Acceptance of nominations from committee members for the positions of:
 - Chairperson
 - Secretary
 - Treasurer
 - Bookings officer
5. Election of Office Bearers

The newly elected Chairperson declares the meeting closed.