

**[Enter name of Branch/Section here]**

**Annual General Meeting**

**[Date – Time]**

**Agenda**

The AGM will take place at [Venue]

1. Apologies
2. Minutes of the previous AGM
3. Matters arising – To consider matters arising not already on the Agenda
4. Secretary’s report
5. Treasurer’s report
6. Comments / reports from PEC or Country Council representatives (if Branch)
7. Items for debate and decision
8. Items for discussion
9. Items for information
10. Nomination and election of officers
11. President-Elect / Chair
12. Secretary
13. Treasurer
14. General members
15. Valedictory address of retiring President (if Branch)
16. Presidential inauguration and address (if Branch)
17. Any other business
18. Date of next meeting