# [Name of society]

## annual/emergency general meeting

### Date, Time, Location

## Agenda

**1 Apologies for Absence**

1.1 To be forwarded to the Chair in advance of the meeting.

**2 Announcements**

2.1 Points of information to be given to your club or society.

**3 Data Protection Act**

3.1 Members who do not wish their names or initials to be published on the internet should inform the Secretary following the close of meeting.

**4 Minutes of the Last Meeting**

4.1 To approve the minutes of the meeting.

**5 Agenda Items**

**6 Officer Reports**

6.1 To receive a report from the President

6.2 To receive a report from the Treasurer

6.3 To receive a report from any other committee members

**7 Ratification of the Constitution and any changes**

**8 Election of Officers**

8.1 President

8.2 Treasurer

8.3 Secretary

8.4 Other committee members

**9 Any Other Business**

9.1 To be handed to the Chair in advance of the meeting

|  |  |
| --- | --- |
| Chair | Secretary |
| President name: | Treasurer name: |
| President signature: | Treasurer signature: |