

Example AGM Agenda

XXXX Branch Thursday 1 March 2020 2.30pm at Venue XXXX

XX:XX	Introduction and welcome from XXXX Branch Chair
XX:XX	Apologies
XX:XX	Minutes of previous AGM
XX:XX	Matters arising
XX:XX	Chair's report
XX:XX	Secretary's report (optional)
XX:XX	Treasurers report
XX:XX	Resolutions
XX:XX	Any other business
XX:XX	Followed by Andrea Anybody, Consultant Neurologist speaking on the latest developments in research into motor neurone disease.
Finish	The meeting will conclude with the serving of refreshments