



Argyll and Bute Third Sector Interface Sample AGM Agenda

An agenda for an AGM would be slightly different because it would have to include a financial report for the year and election of the committee; it could also include guest speakers and a progress report from the committee. For example:

1. *Welcome / opening remarks*
2. *Apologies*
3. *Minutes of previous AGM*
4. *Adoption of previous AGM minutes*
5. *Annual Report (Chair/Secretary)*
6. *Adoption of Annual Report*
7. *Presentation of Accounts (Treasurer)*
8. *Adoption of Accounts*
9. *Appointment of Auditors/Independent Examiner*
10. *Motions to be put to the AGM*
11. *Election of Management Committee/Office bearers*
12. *Any other competent business*
13. *Closing remarks*

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(Adapted from CTSi)

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Argyll and Bute Third Sector Interface is a Company Limited by Guarantee in Scotland No. SC277345
Scottish Charity No. SC029947

Registered office: c/o Edward Street Community Centre, Edward Street, Dunoon PA23 7PJ



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