

## Agenda for Annual General Meeting

Of (insert name) Trust  
to be held on (Day), (Date Month 200x)  
at (time) at (place), (address), (city)

Chair: (name)

Minutes: (name)

- 1 Welcomes and Apologies
- 2 Approval of minutes of last Annual General Meeting held on (insert date)
- 3 Chairperson report
- 4 Presentation and adoption of the annual report and audited financial results for the year ended 30 June (insert year)
- 5 Election of Trustees
- 6 Appointment of auditor
- 7 General Business (of which notice must have been given in accordance with your constitution)

**Note:** No matter requiring a vote may be discussed at an AGM unless prior notice, under the terms of the Constitution, has been given to all members.