



Annual General Meeting Agenda

Wednesday 10 September, 6:30pm

Item	Description	Responsible Person
1	Welcome and acknowledgement	Chair
2	Call for new members	Chair
3	Confirmation of the minutes of the previous AGM	Chair
4	Business arising from the minutes of the previous AGM	Chair
5	Receipt and adoption of the audited financial report	Treasurer
6	Receipt and adoption of the President's annual report	President
8	Elections <i>President</i> <i>Vice Presidents (2)</i> <i>Secretary</i> <i>Treasurer</i> <i>Additional Executive members (up to 6)</i>	Returning Officer
9	Approval of Signatories (Removal and Addition)	New Chair
10	Appointment of the P&C Associations auditor	New Chair
11	Adoption or reviewed by-laws, rules, policies, and procedures: - Change of maximum term of office in by-laws from 3 years to 4 years.	New Chair
14	Setting the annual subscription fee	New Chair
15	Close of meeting	New Chair