

An agenda does not have to be complicated. It should simply reflect what the group wish to cover in the meeting.

The agenda below is an example of how an agenda could be set out and what it might contain:

AGENDA

Meeting Date and Time
Venue / Place of Meeting
Attendees

- 1. Welcome, introductions and apologies.*
- 2. Progress since last meeting*
- 3. Consultation*
- 4. Funding applied for*
- 5. Any other business*
- 6. Date and time of next meeting*
- 7. Close*

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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Version: 1.0

Published: October 2017 Review date: October 2018