

**Queen Alexandra’s Royal Army Nursing Corps Association**

**Charitable Incorporated Organisation - 1163821**

**AGENDA**

**Annual General Meeting – (*Insert Name*) Branch**

**To be held at (*Insert place*) on (*Insert date*) at (*insert time)***

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| **Serial** | **Item** | **Lead** |
| 1 | Welcome and apologies for absence | Chairperson |
| 2 | Notice Convening Meeting | Secretary |
| 3 | Conflict of Interest/Loyalty Declaration | Chairperson |
| 4. | Minutes from last meeting | Chairperson |
| 5. | Matters arising from minutes from last meeting | Chairperson |
| 6. | Chairmans Report  *To include feedback for meetings at RHQ etc*  *To include number of Branch Members and activity undertaken in support of Objects over the year* | Chairperson |
| 7. | Presentation of Inspected Accounts for previous financial year  ***(Vote to be taken by AGM attendees to confirm approval of accounts)*** | Treasurer |
| 8. | Confirmation/Re-election of Committee  *An update on post holders and their tenure should be given.*  ***A vote should then be held for any vacant appointments. The appointee will be decided on a simple majority of those present.*** | Chairman |
| 9. | Forecast of Events | Secretary |
| 10. | Date of Next meeting | Secretary |