



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)

| 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 <i>To include feedback for meetings at RHQ etc</i> <i>To include number of Branch Members and activity undertaken in support of Objects over the year</i> | 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 <i>An update on post holders and their tenure should be given.</i> 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 |