Sample agenda for an

annual general meeting

1. Welcome and Introduction
2. Apologies for absence
3. Minutes of the previous AGM
4. **Undertake governance oversight by**
	1. adopting (or re-adopting) the constitution of the scout council (modal constitution published in the April edition of POR, rule 5.3)
	2. confirming (or re-confirming) the dates of the group’s / district’s / county’s financial year
	3. agreeing the number of members that may be elected to the trustee board
5. **Review the previous year:**
	1. receive and consider the trustees’ annual report
	2. receive and consider the trustees’ annual statement of accounts (including the formal report prepared by the auditor, independent examiner, or scrutineer)
6. **Make appointments:**
	1. approve the lead volunteer’s nomination of the chair of the trustee board
	2. elect a secretary to the trustee board, or agree the trustee board’s nomination of a trustee board administrator
	3. elect a treasurer to the trustee board
	4. approve the lead volunteer’s nomination of members of the trustee board
	5. elect trustees to the trustee board
	6. approve the appointment (or re-appointment) of any presidents or

vice presidents

* 1. appoint (or re-appoint) an auditor, independent examiner or scrutineer as required
1. **Agreeing the quorum for:**
	1. meetings of the group / district / county scout council
	2. meetings of the group / district / county trustee board
	3. meetings of any sub-committees
2. Presentations
3. Conclusion and thanks
4. Close of meeting