

AGM AGENDA

Agenda Item	What Happens and Why
Welcome to members and introduction of any special visitors	State the time of the meeting opens. This is a good time to adopt the agenda and include any further items of general business that members/visitors may be intending to discuss later.
Apologies	The attendance book is passed around the room prior to the commencement of the meeting. Apologies are also noted in the attendance book. Acknowledging those listed can jog a member's memory if they have forgotten to note someone who has tendered their apologies. <i>Note: Only members who gave either a verbal or written apology should be noted as apologies.</i>
Confirmation of the minutes of the previous AGM	<p>The minutes of an AGM may differ in content but the accuracy of the record and the need to note all motions, movers, and seconders and whether the motion was carried or defeated is paramount, as it will generally be twelve months before these minutes are ratified.</p> <p>After distribution or reading of the minutes of the previous AGM, corrections (if any) to the minutes are noted on the original copy of the minutes and also noted in the current draft minutes by noting "the minutes with amendments are moved as a true and correct record."</p> <p><i>Don't forget to have the Chair sign the minutes of the previous AGM after they have been accepted as a true and correct record.</i></p>
Business arising from the minutes of the previous AGM	After the minutes are endorsed as a true and correct record, any items of business that have progressed or completed are noted.
Receipt and adoption of the Association's audited annual financial statement and Treasurer's report	<p>The audited financial report for the P&C and all its subcommittees should be presented at this time. If not available, the meeting CANNOT continue but will need to be adjourned at this point.</p> <p>The Treasurer's report should provide an overview of the previous year's financial management of the P&C and its subcommittees.</p> <p>The Treasurer should also present the P&C proposed budget for the coming year at this time for endorsement.</p>
Receipt and adoption of President's annual report	The President should provide a report of the activities of the past year. These would include P&C activities, subcommittee activities and activities in which the President was involved on behalf of the P&C (school functions etc).
Receive applications for membership (to include renewal of existing membership and new membership)	<p>At the AGM only, members who are not present at the meeting can apply for membership in writing.</p> <p>Nomination forms should be collected and a motion put to accept the applications.</p>
declare vacancies of existing Officer/Executive Committee	At this point, all officer bearers step down from their positions.

Election of officers / Executive committee	<p>Generally the Principal (as Minister's Representative) assumes the Chair and the elections are progressed, commencing with the election of President. Once the President is elected or re-elected he/she can step back into the chair role. The Vice-President/s, Secretary and Treasurer positions are then nominated, seconded and voted on.</p> <p>All voting on elections of officers, where there are two or more candidates, will be by secret ballot and the successful nominee will receive the majority of votes. If one nominee, he or she needs to receive the majority of votes of members present. Proxy votes are not permitted.</p> <p>Prior to the elections, a returning officer and a scrutineer should be appointed; needing to be people who do not intend to stand for election.</p>
Motion to change bank signatories to the newly elected officers	Once the executive committee has been elected, a motion is put forward to change the signatories on the P&C's bank account/s to reflect the change (if any).
Confirmation of continuing subcommittees of the Association (including appointment of members of each subcommittee.	<p>All subcommittees of the P&C Association should be reconfirmed as continuing in the coming twelve months. Executive members of each subcommittee are to be appointed and endorsed. Where a subcommittee has served its purpose and is no longer required, the meeting can move to disband the subcommittee.</p> <p><i>Note: Subcommittees are a sub group of the P&C with no legal entity status of its own, it therefore does not have an AGM of its own.</i></p>
Appointment of the Association's auditor	The Treasurer should prepare a recommendation for the auditor who will audit the books at the end of the coming year. Should a change of auditor be needed, full information about the new auditor should be provided to allow the meeting to make an informed decision. See the <i>P&C Accounting Manual</i> for information on appointing an auditor.
Adoption of the Student Protection Risk Management Strategy	The Student Protection Risk Management Strategy is adopted.
Adoption of new model constitution (if any)	If the Department of Education and Training make any changes to the model constitution, the new model constitution is to be adopted.
Honorary life membership awards (if any)	Honorary life memberships are voted on – refer to Constitution section 14.10.
General business	General business should be restricted to items requiring annual review and pertaining to the running of the P&C Association. This could include looking at P&C policies to check their relevance i.e. Student Representation Policy.
Close	State the time that the meeting closes.

Note: The date of the next AGM is set at the general meeting prior to the AGM not at the previous AGM.