(Student Group) Annual General Meeting

# Date, Time & Location

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Agenda Item** | **Owner** | **Timing** |
|  | Welcome & Introductions |  |  |
| Meeting Items |  |  |
| 1.
 | Minutes of Previous Annual General Meeting |  |  |
|  | Actions from Previous Annual General Meeting |  |  |
|  | Chosen Agenda Point |  |  |
|  | Chosen Agenda Point |  |  |
|  | Chosen Agenda Point |  |  |
|  | Chosen Agenda Point |  |  |
| Any Other Business |  |  |
|  | AOB |  |  |
| Any upcoming dates members need to be aware of. |

Please note this is just a template and yours to personalise as you wish, you can add more agenda points If you need it does not have to be limited to 4.

For further guidance on what you could set as an agenda point check the ‘Your AGM’ document found [here](https://www.worcsu.com/sports_activities/hub/activitieselection/) on the Committee Resource Hub.