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| General Meeting / Annual General Meeting Agenda  |
| Date:  | Time: | Duration: | Location: |
| Meeting Objective:  |
| No | Item | Who |
| **1** | Apologies |  |
| **2** | Items for Conflict of Interest |  |
| **3** | Minutes of the previous meeting dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **4** | Business arising from minutes dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **5** | Inwards Correspondence |  |
| **6** | Outwards Correspondence |  |
| **7** | Chairpersons ReportSecretary Report |  |
| **8** | Treasurers Report |  |
| **9** | General Business |  |
| **10** | Other General Business |  |
|  | Distribute Minutes |  |
|  | Next Meeting |  |
|  | Close |  |
| **Code of Cooperation**1. We start on time and finish on time
2. We all participate and contribute - everyone is given opportunity to voice their opinions
3. We use improvement tools that enhance meeting efficiency and effectiveness
4. We actively listen to what others have to say, seeking first to understand, then to be understood
5. We follow-up on the actions we are assigned responsibility for and complete them on time
6. We give and receive open and honest feedback in a constructive manner
7. We use data to make decisions (whenever possible)
8. We strive to continually improve our meeting process and build time into each agenda for reflection
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