



[Insert Region]

Agenda: HASSRA [Insert Region] AGM _____

Date:	
Location:	
Time:	
Secretariat Contact Details:	

No.	Time	Duration	Item	Output	Lead
1.			Opening remarks		Chair
2.			Apologies		TBC
3.			Regional Business <ul style="list-style-type: none">Minutes of ____ AGMMatters ArisingAnnual Report ____Current Issues	Agree Confirm current situation Agree final document Provide update	TBC
4.			Regional Finance Manager <ul style="list-style-type: none">____ AccountsCurrent Issues	Agree final document Provide update	Finance Sub Committee
5.			<ul style="list-style-type: none">Election of Office Bearers Appointment of Auditor Election of CSSC and Conference Representatives Election of Life Vice President	Confirm President, Vice President, Chair and Vice Chair Confirm recommendation Confirm recommendation Confirm recommendation	TBC TBC TBC TBC
6.			Election of Committee of Management	Delegates to ratify members of CoM	Chair
7.			Motions for Consideration	Discuss and agree the way forward	Chair
8.			AOB		TBC
9.			Presentation of Major Awards		Chair
10.			Review & Close		Chair