

HASSRA [Insert Region] AGM  
Date and Venue

CHAIR'S NOTE

1. **Chairman's Opening Remarks** [Insert Name]

Welcome everyone to the meeting and introduce the 'TOP' table:

\_\_\_\_\_ Chair

\_\_\_\_\_ Regional Secretariat [Minutes]

"Set the Scene"

2. **Apologies** [Insert Name]

3. **Report from the Programme and Recruitment Team**

- Minutes of the \_\_\_\_\_ AGM  
*If no amendments:      Proposed:                                  Seconded:*
- Matters Arising
- "Draft" Annual Report \_\_\_\_\_  
*If no amendments:      Proposed:                                  Seconded:*
- Current Issues

4. **Regional Finance Manager's Report**

- \_\_\_\_\_ Accounts  
*If no amendments:      Proposed:                                  Seconded:*
- Current Issues

5. **Election of President, Vice-President, Chair, Vice-Chair and Life Vice President**  
[Insert Name]

President:                                  **Endorse**

Vice-President:                                  **Endorse**

**Office-Bearers**

Chair    **Endorse**

Vice-Chair    *Proposed: Committee      Seconded:*

**Nomination for Life Vice President**

6. **Election of Committee of Management (?? Members)** [Insert Name]

?? members of the regional committee have indicated that they wish to stand for re-election. They are:

*Proposed: Committee      Seconded:*

Currently ? vacancies and ? nominations. Any other nominations? **DN:** It may be necessary to have a vote if there are more nominations than vacancies.

7. **Appointment of Auditor** [Insert Name]  
**Proposed:** *Committee*      **Seconded:**

**Election of Representatives** [Insert Name]

▪ HASSRA Annual Conference  
**Proposed:** *Committee*      **Seconded:**

▪ Representative to SCSSC  
**Proposed:** *Committee*      **Seconded:**

8. **Motions to AGM** [Insert Name]

9. **Any Other Business** [Insert Name]

10. **Presentation of Major Awards** [Insert Name]

11. **Review & Close** [Insert Name]