



(SAMPLE ONLY)

NOTICE OF ANNUAL GENERAL MEETING

The Annual General Meeting of the [NAME] Branch will be held in [NAME OF TOWN/CITY] as follows:

Date:
Time:
Place:

All members and interested individuals are welcome to attend.

The purpose of the AGM is to:

The following are examples of the types of things to be discussed/agreed at an AGM

1. receive the annual report and financial statements of [NAME] Branch;
2. receive a presentation from the Chair on the previous years' activities and plans for the coming year
3. announce the committee members/office holders for the ensuing year;
4. announce the Chair and Deputy Chair for the ensuing year(s);
5. consider any nominations for Fellowship of NZIS that the branch wishes to put forward to NZIS;
6. record any local Honorary Status made during the year (if any);
7. consider proposed remits (if any); and
8. consider any other business on the agenda.

Notes regarding Branch Annual General Meetings

The purpose of the Branch AGM is to inform and facilitate debate over key matters that have evolved during the preceding year and to discuss/agree items for the forthcoming year. The date for the AGM should be fixed by the local committee and should be within a month or two of the end of the financial year.

The Branch must give Voting Members, Fellows and all those eligible to attend:

- a. not less than 28 days' notice of the date, time and venue of the AGM and call for remits or discussion points;
- b. not less than 7 days' notice of the agenda and content (documents) for the AGM and;
- c. such information as to enable members to form a view on the agenda items.

Committee and Chairs should be careful regarding the taking of general business items from the floor on the day of the meeting. Standard practice for an AGM is that no general business items are accepted on the day. To do so can give those putting forward the item an advantage over other members in terms of an understanding of the matter and therefore it is less likely that informed debate will ensue.