



Template: Agenda of Annual General Assembly

Note: This document is provided for information purposes only. Health professional associations making use of this resource should revise and modify it for use in their specific circumstances.

A tool for the preparation of the Minutes of the Annual General Assembly (AGA) is also available in this toolkit (see Tool 3.10).

[The Association of Ob/Gyn of XXX]

[ADDRESS]

[YEAR] ANNUAL GENERAL ASSEMBLY

[DATE AND TIME]

[VENUE]

Proposed Agenda

1. Opening of AGA / Welcome
2. Roll call / Confirmation of quorum
3. Approval of the agenda
4. Approval of the minutes of the last annual general meeting
5. Annual reports:
 - a) President
 - b) Vice-president
 - c) Treasurer
6. Presentation of the financial report
7. Approval of auditors for the upcoming year (if this applies)
8. Recognition of Volunteer Members and Staff (if this applies)
9. Association's awards (if this applies)

10. Elections of new officials
11. Motions (changes to the constitution and/or statutes and by-laws, etc.)
12. Other business
13. Adjournment

**Supporting documents that should be made available to all members
attending the Annual General Assembly**

1. Agenda
2. Minutes of the previous meeting
3. Financial reports
4. Other pertinent documents (draft strategic plan, etc.)

A copy of the health professional association's governing documents and strategic plan should be available for consultation if needed.