



Salisbury Diocesan Guild of Ringers

Template for Branch AGMs



An AGM is not a “routine” Branch Business meeting, it is to review the activities of the past year, vote on important decisions and to elect officers. It should follow the following defined structure.

Election of members, proposal for honours and presentations are conducted prior to the AGM agenda.

Membership

Election of New Members

Proposals for HLM/s, LM/s, ALM/s and AM/s

Presentations

Presentation of Certificates and Trophies

AGM Agenda

1. Welcome by Chair of the meeting
2. Apologies for absence
3. In Memoriam
4. Minutes of the previous AGM
5. Branch Officers and Tower Reports, as published and circulated
6. Financial Reports and adoption of Independently Examined Accounts
7. Branch programme of events for coming year
8. Election of Branch Officers for coming year
 - a. Chair
 - b. Vice Chair
 - c. Secretary
 - d. Treasurer
 - e. Ringing Master
 - f. Assistant Ringing Master/s
 - g. Communications Officer
 - h. Training Officer
 - i. Executive Committee Representative
 - j. LEBRF Trustee
 - k. Committee Members
9. Ratification of the appointment of Branch Administrator/s
10. Appointment of an Independent Financial Examiner
11. SDGR matters and events requiring discussion

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Optionally, an AOB item may be added at the discretion of the Branch Committee