# OUTLINE AGENDA FOR A GROUP ANNUAL GENERAL MEETING

This outline agenda has been formulated on the requirements of POR (but if the Group has a separate constitution there will probably be little variance from the requirements of POR).  The items marked **§** are considered as mandatory business (based on the requirements of POR).

| Agenda Item | Comments |
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| 1.      Welcome - Group President or Group Chair. | The meeting will usually be chaired by the Group Chair unless there is a Group President; if the latter it may be appropriate for the President to start the meeting and then handover to the Chair at an appropriate stage [to manage the bulk of the business]. |
| 2.      Reflection. | This may be considered appropriate. |
| 3.      Introductions and Opening Remarks. | As necessary. |
| 4.      Welcome any distinguished guests. | Might include County or District Commissioner or their representative, etc. |
| 5. §    Apologies for Absence. | It is customary only to announce apologies received from key people and file the full list with the minutes. |
| 6. §    Minutes of the Annual General Meeting held on <date>. | A proposer and seconder are required (the meeting's agreement is needed - usually with a show of hands). **Note:**  As with all such occasions when a proposer and seconder is required it is best to have these 'nominated' prior to the meeting. |
| 7. §    The Annual Report and Statement of Accounts for the period ended <date> (the Group Scout Leader comments on the annual report and the Group Treasurer on the financial aspects). | The requirement of POR is that the meeting receives and considers the report; no vote is needed.  It is the Trustees (Group Executive Committee) that will have approved the Annual Report and Accounts. |
| 8. §    Appointment of the Group Chair. | The appointment of the Group Chair is the GSL's nomination.  The meeting simply has to approve the nomination (usually with a show of hands). |
| 9. §    Election of Group Secretary. | No doubt a nominee has already been identified; a proposer and seconder will be needed.  It is then customary to ask if there are any further nominations (which must also be proposed and seconded).  The meeting's agreement is needed to confirm the one nomination (with a show of hands), or a (paper) ballot if is there is more than one candidate with the result announced later in the meeting. |

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| 10. § Election of Group Treasurer. | No doubt a nominee has already been identified; a proposer and seconder will be needed. It is then customary to ask if there are any further nominations (which must also be proposed and seconded). The meeting's agreement is needed to confirm the one nomination (with a show of hands), or a (paper) ballot if is there is more than one candidate with the result announced later in the meeting. |
| 11. § Members nominated by the Group Scout Leader to serve on the Executive. | These names will have been determined (probably in conjunction with the Group Chair). If the GSL proposes the nominations a seconder will be needed (before the meeting's agreement is sought with a show of hands).<br><br>**Note:** In accordance with POR, the number of nominated members [of the Group Executive] must not be greater than the number of elected members. |
| 12. § Election of members to serve on the Group Executive. | The method of electing members varies between Groups. Note that for the District Executive we have now opened-up the elections: to seek nominations (ideally with specific skills) and conduct a ballot prior to the AGM. If this method is followed, by a Group, it would simply be necessary to announce the result of the ballot to the AGM. In other Groups the pattern may be for 'elections' prior to the meeting to select members with specific interests (such as Beaver Scouts, Cub Scouts, Scouts). In this case those so elected should be formally proposed and seconded for the meeting to confirm (with a show of hands).<br><br>**Note 1:** In accordance with POR, **i**t is a matter for the Group Scout Council to decide the number of elected members.<br><br>**Note 2:** At this stage it may be appropriate to inform the meeting of the other members of the Group Executive Committee: the Officers mentioned above plus other ex-officio members All Section Leaders (i.e. individuals holding a Beaver Scout Leader, Cub Scout Leader or Scout Leader role) subject to that Section Leader expressly indicating to the AGM (in writing or orally at the meeting) that they are willing to perform such a function. the District Commissioner and the District Chair have the right of attendance at meetings of the Group Executive Committee. |
| 13. § Appointment of Independent Examiners. | It is a requirement that an Independent Examiner is appointed by the AGM. A proposer and seconder are required (the meeting's agreement is needed - usually with a show of hands). |

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| 14. District Commissioner. | It is customary and practice to invite the District Commissioner (or representative) to speak. |
| 16. Presentation of Certificates and Awards. | This item will be very much dependent upon local practice. |
| 17. Guest Speaker(s). | Again, this item will be very much dependent upon local practice. |
| 18. Closing Comments. | If the Group has a President, then it would be appropriate for the Chair to hand-back to him/her to formally close the meeting. |