

XXXX GROUP SCOUT COUNCIL

Annual General Meeting

Date & time

Venue

AGENDA

1. Introduction and welcome
2. Apologies for absence
3. To approve the minutes of the Annual General Meeting held on DD MMM 20XX
4. The Group Scout Leader's review of Scouting in XYZ Group
5. To receive and consider the Annual Report of the Group Executive Committee including the annual Statement of the Accounts
6. To approve the Group Scout Leader's nomination of the Group Chair
7. Election of the Group Secretary
8. Election of the Group Treasurer
9. To note any other supporters who may be admitted to membership of the Group Scout Council, including former Scouts and parents, by the Group Scout Leader, the Group Executive Committee or the Group Scout Council.
10. Elections of members to the Group Executive Committee
11. To approve the Group Scout Leader's nominations to the Group Executive Committee
12. To appoint the Scrutineer / Independent Examiner / Auditor *[delete as appropriate]*
13. Presentations
14. Comments by District Commissioner or their representative
15. Close

XYZ GROUP SCOUT COUNCIL – ANNUAL GENERAL MEETING

Guide Lines / Aide-mémoire for the 20XX AGM

Secretary - Health & Safety and domestic announcements.

1. Introduction & welcome

Chair:

Opening remarks.

Thanks to the venue for the use of their facilities.

Welcome to Members and Guests especially [if not included here, have a separate list available on the day.]

2. Apologies for absence

Secretary:

Apologies have been received from [have a separate list available on the day].

OR

Apologies have been received from NN persons and their names will be included in the minutes of this meeting.

3. To approve the Minutes of the Annual General Meeting held on DD MMM 20XX

Chair:

The minutes have been previously reviewed by the Group Executive Committee and so I propose that the minutes are taken as read and ask the meeting to agree that they are a true record of that meeting.

Seconder please..... / Show of hands to approve.

4. Group Scout Leader's Review of Scouting in the Group

Chair asks GSL to present their Annual Review.

GSL gives their review.

Chair thanks GSL for their review.

5. **To receive and consider the Annual Report of the Group Executive Committee including the annual Statement of Accounts**

Chair: The Group Executive Committee, as Trustees, has approved the Annual Report and Statement of Accounts.

Chair asks the Group Treasurer, to give their explanation of the Statement of Accounts.

Treasurer to explain the Statement of Accounts.

Chair invites questions from the floor.
Thanks to *Treasurer (name)*

(NOTE – no vote is required, the Group Scout Council only ‘receives and considers’)

6. **To approve the Group Scout Leader’s nomination of the Group Chair**

Chair

I now hand the chairmanship of this meeting over to the GSL.

GSL nominates *name* as Group Chair and asks for a show of hands as approval.

Note: If there is to be a new Group Chair then there must be an agreement PRIOR to the meeting as to whether the outgoing Chair continues to chair this meeting, or whether the new Group Chair

7. **To elect the Group Secretary**

Chair

The ‘Group Secretary’ is an elected appointment and, as required, *name* has been formally proposed and seconded

Since there were no other nominations (unless there are!) by the closing date a show of hands is required to approve *name’s* election.

8. **To elect the Group Treasurer**

Chair

The ‘Group Treasurer’ is an elected appointment and, as required, *name* has been formally proposed and seconded.

Since there were no other nominations (unless there are!) by the closing date a show of hands is required to approve *name’s* election.

9. **To note any other supporters who may be admitted to membership of the Group Scout Council, including former Scouts and parents, by the Group Scout Leader, the Group Executive Committee or the Group Scout Council** (Note: this is to the main body of the AGM not the Group Executive Committee)

Chair announces any persons who are to be admitted as members of the Group Scout Council in addition to the ex officio list in POR Rule 3.23(a)(i).

Note: these nominations can be by name or by role.

10. **To elect persons to the Group Executive Committee**

Secretary - the following have been formally proposed and seconded in writing by the due date:-

Xxx1
Xxx2
Xxx3
Xxx4
Xxx5
Xxx6

Chair - requests a show of hands to approve their election.

NOTE: it is very important to arrange the nominations BEFORE the meeting. It is very embarrassing to be heard to be pleading for new members from the Group Scout Council members present at the meeting.

11. **To approve the Group Scout Leader's nominations to the Group Executive Committee.**

DC – my nominations to the Group Executive Committee are:

Yyy1
Yyy2
Yyy3
Yyy4
Yyy5
Yyy6

NOTE: no more can be nominated than have been elected.

Chair thanks the Group Executive Committee for their work during the year and in particular those members who are standing down – **AAAAA** and **BBBBB**.

NOTE: Co-opted members of the Group Executive are decided by the Group Executive Committee and not the AGM)

12. To appoint the Scrutineer / Independent Examiner / Auditor

Treasurer to propose KKKKK

Chair - KKKKK has been proposed and seconded. May I have a show of hands to approve KKKKK's nomination.

13. Presentations

An opportunity, if appropriate, to make any presentations

14. Comments by District Commissioner or their representative

Chair : Ask the District Commissioner or their representative if they would like to say a few words.

15. Closing Remarks

Chair to close the AGM and outline any arrangements for the rest of the event.