**COMMITTEE TITLE**

Date, time

Location, address

**AGM Agenda**

|  |  |
| --- | --- |
| **1.** | **Apologies for absence** **with statements reminder** *(standing item)*   * [CIfA statement about dignity and respect](https://www.archaeologists.net/dignity_and_respect_statement) * [Competition law statement of compliance](https://www.archaeologists.net/sites/default/files/Competition%20law%20statement%20of%20compliance%20v1.1.pdf) |
| **2.** | **Minutes of last AGM** |
| **3.** | **Matters Arising** |
| **4.** | **Chair’s welcome and AGM report** |
| **5.** | **Secretary’s Report** |
| **6.** | **Treasurer’s Report** |
| **7.** | **Elections to committee & Advisory Council representative** |
| **8.** | **3-year plan review** |
| **9.** | **Any Other Business (AOB)** |

**10. Date of next committee meeting and future events**

**Apologies should be forwarded to the Group Secretary.**

**Other possible agenda points can include:**

Annual committee budget request (Treasurer)

Annual review summary (Secretary)

Areas the group is working on, for example practice papers, specialist matrices and/or careers posters

**COMMITTEE TITLE**

Date, time

Location, address

**AGM Minutes**

**Present:** List names in alphabetical order (with any positions in brackets afterwards)

|  |  |  |
| --- | --- | --- |
| **Agenda Point** | | **Action (Initials)** |
| **1.** | **Apologies for absence**  Write names here |  |
| **2.** | **Minutes of last AGM**  Note if they were accepted without changes. Or if there were, what the changes were. |  |
| **3.** | **Matters Arising**  Use this section of the Agenda point to detail the general discussion, questions raised and answered. This should be at the point that a person who was absent could catch up but not to the point that it is a script.  Details of an action point to go here, with an achievable task. Make sure to put the initials of the actor to the right.  For example:  *Draft a survey to ACIfA group members on themes for CPD*. | *MK* |
| **4.** | **Chair’s Welcome and AGM Report**  Chair to go through what will be mentioned at the meeting, and attendees can go through any documents.  Note main points of their report. |  |
| **5.** | **Secretary’s Report**  Secretary to go through a summary of the meetings and discussions.  Note main points of your report. |  |
| **6.** | **Treasurer’s Report**  Treasurer to include how the committee budget was met and how any events went.  Note main points of their report. |  |
| **7.** | **Elections to Group Committee and Advisory Council representative**  Include the names and positions of those stepping down, the nominations and the successful candidates.  Useful to include a complete list of the continuing committee and any vacancies yet to fill.  Include who the continuing or new Advisory Council Rep is.  Can also discuss responsibilities for the committee here. |  |
| **8.** | **3-Year Plan review**  Review your 3-year plan for any achievements over the last year and note actions for the next year. ALL groups should complete one. There is a template on the Groups Toolkit page.  Send the new/updated form to the Groups Coordinator. |  |
| **9.** | **Communications**  Discuss and create relevant action points of how your committee intends to communicate what you’re doing back to group members |  |
| **10.** | **AOB**  Include a brief note on anything discussed and if any actions are required. |  |
| **11.** | **Date of the next committee meeting, and future events.**  The committee should confirm the next committee meeting date and general location and inform CIfA staff via Groups@archaeologists.net |  |