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Organisation name

Address

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Year

**\_\_\_\_\_\_\_\_\_** INNAGURAL GENERAL ASSEMBLY

Time – Date

Location

**\_\_\_\_\_\_\_\_\_\_–\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Proposed Agenda**

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| 1. Opening of general assembly |
| 1. Nomination and election of interim chairperson and secretary |
| 1. Approval of the agenda |
| 1. Final discussion of articles of the organisation’s constitution |
| 1. Approval of the organisation’s constitution |
| 1. Nomination of board members |
| 1. Election of board members |
| 1. Handover of any relevant documents to the elected board, e.g. minutes, members list, final constitution, etc. |
| 1. Elected chairperson’s speech |
| 1. Other business |
| 1. Closure |
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