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| [Brigade name] Annual General Meeting |

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| Date: |  | Time: |  |
| Venue: |  |
| Present: |  |
| Apologies: |  |
| Observing: |  |

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| Item 4 | Appointment of scrutineers (as required) | [name] |
| Discussion |  |

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| Item 5 | Confirmation of previous AGM minutes | [name] |
| Discussion | Moved:Seconded:Discussion points: |

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| Items 6/7 | Chief Fire Officer’s / Controller’s Report | [name] |
| Discussion |   |

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| Items 8/9 | Chair of Management Committee’s report | [name] |
| Discussion |  |

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| Items 10/11 | Secretary’s report | [name] |
| Discussion |  |

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| Items 12/13 | Treasurer’s report  | [name] |
| Discussion |  |

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| Item 14 | Other reports | [name] |
| Discussion |   |

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| Item 15 | Election of Officers  | [name] |
| Discussion | The CFO/Controller calls for nominations from the floor (including but not limited to):1. Secretary
2. Treasurer
3. Delegates to the Management Committee (2)
4. Safety, Health and Wellbeing Advocate
5. Station Training Coordinator
6. Bar Committee
7. Election of Honorary Members
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| Item 16 | Reimbursement of expenses | [name] |
| Discussion |   |

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| Other items | General/other business | Open forum |
| Discussion |  |

**Meeting closed [time]:**