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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]:**