Gulgong Chamber of Commerce

**AGENDA FOR GENERAL MEETING**

**to be held on D MMM YY commence H.mm pm**

**at Location**

**MISSION: *“Growth and Improvement through Partnership”***

|  |  |  |
| --- | --- | --- |
|  | **Item** | **Notes** |
| 1 | Opening of meeting   * Welcome * Appointment of a Time-keeper * Apologies * Conflict of Interest - In accordance with Chamber Code of Practice, para 13.5, if any member has a conflict of interest a as result of any discussion, they should declare it when they become aware. |  |
| 2 | Ratify Minutes of the Previous Meeting |  |
|  | Business Arising |  |
| 3 | Treasurer’s Report |  |
| 4 | Correspondence  In  Out |  |
| 5 | Standing Committee and Group Reports  Governance  Events |  |
| 6 | General Business  Matters Brought Forward  New Business Received  Urgent Business from Members |  |
| 7 | Close of Meeting  Next Meeting |  |

**Signed: Name of Secretary Date:**

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**CHAMBER SECRETARY**