

POLICY/PROCEDURE NUMBER: B – 3.1

DATE: May 4, 1992	SUBJECT:
ISSUE: Board of Directors	Agendas – Annual General Meeting
REVIEWED: June 2022	PAGES: 1 of 2

1. **Policy:**

1.1 Annual General Meetings shall be conducted by the President in an organized and business-like manner to ensure the expeditious coverage of all items of concern to the CHES members. The AGM will be held in September of each year as part of the National Conference

2. **Procedure:**

2.1 Adoption of agenda. (Additional items to be added to item 9 of agenda).

2.2 Reading and adoption (motion, seconder, vote) of the Minutes of the last Annual General Meeting.

2.3 Matters arising from the minutes of the last Annual General Meeting.

2.4 Executive Reports:

2.4.1 Vice President: Reports on Activities during the year

2.4.2 Treasurer: Report of financial auditors.
Appointment of Financial Auditors for the incoming term.
(Usually moved by the New Treasurer and seconded by a member at the meeting)

2.4.3 Past President (when in the year required)
Election Results:
Executive members elected by acclamation.

2.4.4 Executive Director Report on membership statistics; activities of National Office

2.4.5 Committees:

- 2.4.5.1 Professional Development - *Including scholarships, courses, National Conference, certification*
- 2.4.5.2 Communications - *Including Journal and Website developments*
- 2.4.5.3 Partnership and Advocacy - *includes partnership activities*
- 2.4.5.4 Membership - *including award opportunities and new chapter developments*
- 2.4.5.5 Corporate Advisory Council

(Note: Motion, seconder and vote for adoption of each or all reports)

