

# Annual Meeting Agenda (Sample)

*ABC ELEMENTARY SCHOOL  
ANNUAL GENERAL MEETING  
SCHOOL COUNCIL ELECTIONS  
SEPTEMBER 10, 2018*

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**LOCATION: ABC ELEMENTARY SCHOOL GYM**

**TIME: 6:30 - 8:00 PM**

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| 6:30 PM - 6:40 PM  | Welcome - Principal Ms. Jane Doe  |
| 6:40 PM - 6:50 PM  | Welcome and introduction of school council Members.<br>Chair Mr. John Doe   |
| 6:50 PM - 7:00 PM  | Annual Report (2017-18) — Chair Mr. John Doe  |
| 7:00 PM - 7:10 PM  | By-laws implementation or amendments  |
| 7:10 PM - 7:20 PM  | Call to Action for volunteers in the 2018-19 school year.<br>Principal Ms. Jane Doe   |
| 7:20 PM.- 7:45 PM  | Keynote Speaker - Kindergarten teacher<br>Ms. Summer on Play Based Learning   |
| 7:45 PM. - 8:00 PM | School Council Elections (invite the newly elected council<br>members to come to the front to be the school community)  |
| Adjournment        | Principal Ms. Jane Doe and Chair Mr. John Doe, thank all for<br>coming and announce the Inaugural meeting of the council<br>where the Executive Committee (Chair, Vice, Treasurer,<br>Secretary) will be voted on |