Branch:

Date:

Time:

Venue:

1. **Attendance**
2. **Apologies**
3. **Receipt of Previous Minutes**
4. **Matters Arising**
5. **President’s Report**
6. **Treasurer’s Report**
7. **Motion to declare all positions vacant and appoint a returning officer**
8. **Election of Office Bearers**

[Please complete Branch Office Bearer Notification Form]

* 1. **President**
	2. **Vice President**
	3. **Treasurer**
	4. **Secretary**
	5. **Delegates to Electorate Council**
	6. **Delegates to State Conference**
1. **Election of Branch Committee Members** [if required]
2. **Close**

Please RSVP by: to

Secretary:

Ph: Email: