

Annual General Meeting

The Professional Speaking Association UK & I

Welcome to the Annual General Meeting (AGM) of the Professional Speaking Association UK&I. We are delighted to convene this important gathering today, Thursday, the 10th of October, commencing at 18.00 until 19.30pm.

We are pleased to extend this meeting through a virtual format, thereby facilitating online participation via the Google Meet video platform.

The purpose of this AGM is twofold: first, to present an accurate and comprehensive report on our performance over the last year, encompassing financials, membership statistics, and key initiatives. Second, this is a platform for you, our valued members, to exercise your democratic rights in the governance of this association. Your voice matters, and this meeting is the space for it to be heard.

We will proceed with the following agenda:

Agenda

1. **Welcome**
2. **Roll Call & Introductions**
3. **Approval of Notice Convening the Meeting**
 - Formal Notice Convening the Meeting - *see Appendix - A1*
 - AGM protocol and process document - *see Appendix A2*
4. **Review & Approval of Previous AGM Minutes**
 - Minutes of PSA UK&I AGM 2023 - *see Appendix -A3*
 - Address Matters arising and any actions.
5. **Financial Report by Finance Director**
 - Finance and Budget Report - *see Appendix - A4*
 - Seek adoption of the Independently Produced Accounts
 - Limited Company Draft Accounts - *see Appendix A5*
6. **Presentation of Annual Reports by the Board**
 - Personal Statement by Chair, Joanne Lockwood - *see Appendix - A6*
 - Director/Board Reports - *see Appendix – A7*
 - Review of the Board Risk Register - *see Appendix – A8*

7. Retirements and Elections

- Acknowledge retirements from the board during the year.
- Acknowledge Directors appointed during the year.
- Acknowledge appointment of President Elect

8. Special Resolutions or By-law Changes by the Board

- None Proposed

9. Presentation of Policies and Governance Documents

(NOTE: for information and acknowledgement)

- Declaration of Interest Policy - *see Appendix A9*
- Register of Interests – *see Appendix A10*
- Code of Conduct Policy - *see Appendix A11*
- Decision-Making and Proposal Process Policy- *see Appendix A12*
- Decisions Log - *see Appendix A13*
- Bob Project Overview – *see Appendix 15*

10. Open Forum & Member Proposals

- Member Resolution by Alan Stevens/Dr Lynda Shaw - *see Appendix A14*
- Member Discussion and Resolutions Floor

11. Setting the Agenda for the Coming Year from the Chair

12. Closing Remarks & Acknowledgements

13. Meeting Ends