

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 on, **Thursday, the 10th of October, commencing at 18.00 until 19.30.**

We are pleased to extend this meeting through a virtual format, thereby facilitating online participation via Zoom.

As well as the formalities required within an AGM, it also provides an opportunity for our members to hear about what each Board Director is working on and any initiatives that will be coming up during the following year.

You will also have time to have your say regarding the governance of the association. Your voice matters to us, 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**
 - Because the accounts are under review, we will seek another opportunity to present these to you when they have been ratified internally by the Crisis Team and the Auditors that we appoint from within our members. This needs to be within the Companies House deadline of 30th March 2025.
 - This also applies to our Limited Company Draft Accounts - see *Appendix A5*
6. **Presentation of Annual Reports by the Board**
 - Personal Statement by Interim Chair, Nathan Littleton.
 - Director/Board Reports - see *Appendix – A7*
7. **Retirements and Elections**

- Acknowledge retirements from the board during the year.
- Acknowledge Directors appointed during the year.
- Changes to Board Roles.
- 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*
- Vote to agree Policies and Governance Documents

10. Open Forum & Member Proposals

- Member Discussion and Resolutions Floor

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

12. Closing Remarks & Acknowledgements

13. Meeting Ends