



AFOA CANADA
Building a Community of Professionals

ANNUAL GENERAL MEETING

Template

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ANNUAL GENERAL MEETING

Of [FIRST NATION or INDIGENOUS ORGANIZATION]

Date: [MONTH, DD, YYYY]

Time: [START TIME]

Location: [VENUE NAME AND ADDRESS]

AGENDA

1. **Land Acknowledgement (optional)**
2. **Opening Prayer or Ceremony**
3. **Call to Order and Opening Remarks**
4. **Welcome and Opening Remarks from leadership**
 - a. Remarks from Chief and Council or Board Chair.
 - b. Introduction of Council/Board Members Present.
5. **Review of Agenda and Introductions**
 - a. Overview of agenda items.
 - b. Introduction of presenters and panellists with brief backgrounds.
 - c. Acknowledgement of youth and elder representatives in attendance.
6. **Strategic Plan Overview and Progress**
 - a. Presentation of mission, goals, and objectives.
 - b. Specific examples of progress made over the past year, including measurable outcomes and community impact.
7. **Year-in-Review – Programs & Services**
 - a. Highlights from key programs and services.
8. **Financial Report and Audit Presentation**
 - a. Summary of audited financial statements presented in plain language.
 - b. Charts or visuals showing revenues, expenditures, and financial position.
 - c. Presentation by CFO or external auditor.
 - d. Copies of full audited financial statements available at the meeting or online.
9. **Community Voice**
10. **Question and Answers**
 - a. Facilitated discussion with ground rules for respectful dialogue.
11. **Next Steps and Closing Remarks**
12. **Adjournment**
 - a. Formal closure of the meeting.
 - b. Closing Prayer or Invitation to Refreshments (optional)