

Appendix B – Annual General Meeting.

Subject	Topic	Action
Date and time	<ul style="list-style-type: none"> • Monday 14 November 2016 	
Location	<ul style="list-style-type: none"> • Health Promo Room/Waiting Room 	
Agenda	<ul style="list-style-type: none"> • To be drafted and include: <ul style="list-style-type: none"> a) Notice of Meeting b) Terms of Reference c) Election of officers (with closing date) d) GP presentation e) Voting papers 	John/Steve
Notice of Meeting	<ul style="list-style-type: none"> • To be sent out at least 28 days before date of meeting – Monday 17 October (a few days after in-practice promotional event). 	John
Promotion of event	<ul style="list-style-type: none"> • Trailer in advance • SMS text message • Leaflet • Poster • TV screens • Brief staff 	John
Communication with Partners	Advise Partners and Nursing Team	JKR