**Template: agenda of an ordinary general assembly**

The Committee must send out the notification, including the agenda to each member at least 10 days prior to the meeting. There is no prescribed format under Swiss law. The following is a template.

*Minutes of the General Assembly of «name of the association», «date», «place»*

1. *Welcome*
2. *Adoption of the agenda*
3. *Approval of the minutes of the previous GA*
4. *Presentation and approval of the annual report*
5. *Presentation of the financial report for the previous financial period by the Treasurer*
6. *Approval of the accounts*
7. *Adoption of the programme of action for the next year*
8. *Optional: review of membership fees*
9. *Approval of the budget, and clearance is given to the Committee and to the auditors.*
10. *Elections:*
    1. *Committee members («list of members elected or re-elected»)*
    2. *Internal or external Auditors («names of those elected»)*
11. *Miscellaneous, individual proposals.*

*There being no further requests to speak, the President closed the meeting and thanked all members for their participation.*

*At the end of the General Assembly we will be pleased to invite you to an aperitif.*

*Secretary: President:*

*Annexes:*

* *Minutes of the last GA*
* *Activity report*
* *Financial report*
* *Budget*
* *Any other document which might facilitate the deliberations of the GA.*