*[Template]* Agenda – Annual Meeting [YYYY-MM-DD] – [Name of your network]

1. **The opening of the meeting**

When the meeting starts according to the notice, someone will open the meeting, such as the chairperson of the association.

1. **Election of the chairperson of the meeting**

The chairperson of the meeting is leading the meeting and keeps up with the proposals that the members will vote for. This may be the same person who leads the alumni association.

1. **Election of the meeting secretary**

The meeting secretary is the one who notes what is decided at the meeting. This is called the annual meeting protocol. It will be saved so that the new board knows what to do until the next annual meeting and so that interested members can read about what has been decided.

1. **Presentation of Yearly report\***

The board reports what happened during the previous year; what kind of get-togethers or events took place and the outcome.

\*not applicable for new networks

1. **Suggestions from the members**

Proposals from the board or members on what the association should focus on.

1. **Operational plan of the year**

Here the members decide together what the association will do until the next annual meeting; what kinds of events the Alumni Network plan to do or other activities: For example: plan a ‘Send Off’ event for new scholarship holders, ‘Welcome Back’ event etc. During the year, the board will ensure that the plan is followed.

1. **Election of the new board**

When choosing a board, keep in mind that it's only possible to choose someone who has approved to be elected. The board consists of at least three different persons chosen on an annual basis. The same people can be elected each year but it is important that anyone who wants, get the chance to join the board.

1. **SI Code of conduct**

New board members ensure to follow the SI Code of Conduct, and when applicable SI Code of Conduct for Social Media. Both documents are found on the alumni website alumni.si.se.

1. **SI guidelines for communication**

New board members ensure to follow the SI guidelines for communication on how to work with logos and communication for your network. The document is found on the alumni website alumni.si.se

1. **Other questions**

Here the members can bring up questions that the annual meeting can decide on.

1. **End of the meeting**