**Annual General Meeting**

19th March, 2016, 13.30 – 14.15pm

London School of Economics

**AGENDA**

1. Welcome

1.1. Apologies

1.2. Declaration of any conflict of interest

1.3. Minutes of AGM 18.04.15 to be declared a true and correct record

2. Matters arising from AGM minutes 18.04.15

3. Elections [DS]

5.1. Events Officer

5.2 Web Officer

5.3. Ordinary Officer

4. Chair’s report [DS]

3.1. Presentation of the annual report

3.2 Website Update

a. Membership and Events Registration

 b. Financial information

3.3 Next conference

5. Hand over to new Chair (MG)

6. Treasurer’s report [LBW]

4.1. Presentation of accounts for approval

4.2 Re-appointment of the accountant

4.3. Approval of continued inclusion of JEAP in the membership offering

7. Officer Reports

6.1. BAS Chair (OA)

6.2. Events Officer (SB)

6.3 TEAP Officer (JK)

6.4 Research and Publications (JW)

 a. Award for best MA Dissertation on EAP

6.5 Web Officer (BR)

6.6 Information and Publicity (CP)

6.7 Testing Officer (JS

8. AOB

 8.1 Issues arising from the Executive Meeting on 18 March

9. Date and venue of next AGM April 2017 (date to be confirmed)