

AGENDA - GENERAL BODY MEETING

1. Meeting called to order By President
2. Inner Wheel Prayer By Secretary
3. Welcome By President
4. Apology of absence By Secretary
5. Attendance (Total number of Members ____, Members present ____, %__). By Secretary
6. Birthday and Wedding Anniversary Greetings. By Secretary
7. Induction of New Members. (Optional) By President.
8. To read the Minutes of the last General Body Meeting. By Secretary
9. Matter arising out of the Minutes and confirmation of Minutes.
Proposed by : By member present in
Seconded by: last meeting.
10. Important resolutions and decisions of the Executive Meeting, if any. By Secretary



11. Correspondence –

- (a) President
- (b) Secretary
- (c) Treasurer
- (d) ISO
- (e) Editor

12. Treasurer's Report.

13. Reports of the Projects (Attendance for Projects must be maintained) By Secretary

14. Planning Project Report

15. Announcements of next General By Secretary Body Meeting and Projects in the coming Months.

Any other announcements e.g., District Events.

16. Program at Club level

- (a) Introduction of Speaker
- (b) Welcome the Speaker
- (c) Program

17. Vote of Thanks.

By Vice President/Secretary

18. National Anthem.

19. Meeting adjourned.