

# TERMS OF REFERENCE FOR ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) is the supreme governing body of Inspire. It is a deliberative meeting of Inspire members to be held each calendar year. Its purpose is to:

- Adopt Inspire multi-annual strategies presented by the Steering Committee;
- Adopt annual joint agenda of Inspire;
- Review and amend the mission, goals, strategies and governance frameworks of Inspire;
- Review and assess activities and accounts;
- Discuss and deliberate on all matters of importance for Inspire;
- Elect Steering Committee members;
- Hold the Steering Committee accountable for its work.

## PARTICIPATION

The AGM is open to attendance by all Inspire members. All Steering Committee members and Secretariat staff should attend the meeting. The AGM is conducted by the Inspire Chair or when not possible by a delegated member of the Steering Committee. Minutes of the meeting should be taken by the Secretariat. The attendance quorum necessary for the Annual General Meeting shall be at least 2/3 of the full members.

## TIMING

The AGM shall be convened by the Steering committee once a year. Members shall be given written advance notice of at least 60 days before the meeting of the date, time and location. Members shall be notified with the agenda and all documents related to it no later than two weeks prior to the meeting.

## AGENDA

The AGM agenda shall cover the following items:

- Minutes of previous AGM & matters arising from the minutes
- Presentation of Annual Report & Accounts (Chair/Lead)
- Election of the members of the Steering Committee/ Chair (when appropriate)
- Adopt SRHR Partnership multi-annual strategy (when appropriate)
- Adopt Inspire's jointly developed SRHR agenda
- Review and amend the mission, goals, strategies and governance frameworks of Inspire (when appropriate)
- Other matters (if any)



## **VOTING PROCEDURES**

Each member has one vote. Others may attend the AGM but may not vote. If a member cannot attend the AGM, she/he can delegate its vote to another member in written (copies to be sent to both the Secretariat and the delegated member). Decisions are made by simple majority vote.