

STUDENT CHAPTERS COMMITTEE

1st ANNUAL GENERAL MEETING (AGM) REPORT FORM

Part A: Student Chapter Details *(To be filled by the Secretary of the Student Chapter)*

Chapter Name	
Chapter ID	
Total Number of Members	
Total Number of HFEM affiliate student member	
Faculty Advisor	Name: E-mail:

Part B: Summary of the 1st AGM *(To be filled by the Secretary of the Student Chapter) **

Meeting Date	
Total Number of Attendees	
Elected Members** (name and matric no.)	1. President: 2. Vice President: 3. Secretary: 4. Treasurer: 5. Communication Exec: 6. _____ : 7. _____ : 8. _____ : 9. _____ : 10. _____ :
List of Faculty (other than Faculty Advisor, if any)**(name and HFEM Member ID if any)	1. 2. 3. 4. 5.
General Description of the calendar-year activities	Please attached the planned calendar-year events and activities

Prepared by;

Checked by;

.....
Secretary

.....
President

Name:

Name:

E-mail:

E-mail:

Confirmed by;

.....
Name:

Faculty Advisor *(both signature and official stamp required)*

*Please attach the 1st AGM minutes

** Please attach additional page if any