<Insert Club Name>

Insert Club Logo

Annual General Meeting Minutes

# Meeting details

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| **Meeting title:** |  Annual General Meeting |
| **Meeting time and date:** |   |
| **Meeting venue:** |  |
| **Attendees:** |   |
| **Apologies:** |   |

# Action plan

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| **Actions arising:** | **Timeframe:** | **Person responsible:** |
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# Agenda items

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| **1.** | **MEETING OPEN** |
| **Opened by:** |  | **Time opened:** |  | **Quorum:** |  |

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| **2.** | **THAT THE MINUTES OF THE PREVIOUS MEETING BE TAKEN AS A TRUE AND ACCURATE RECORD** |
| **Notes/amendments:** |  |
| **Moved by:** |  | **Seconded by:** |  | **Result:** |  |

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| **3.** | **BUSINESS ARISING FROM MINUTES OF PREVIOUS MEETING** |
| **Discussion:** |  |

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| **4.** | **THAT THE PRESIDENT’S REPORT BE ADOPTED** |
| **Discussion:** |  |
| **Moved by:** |  | **Seconded by:** |  | **Result:** |  |

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| **5.** | **THAT THE TREASURER’S REPORT BE ADOPTED***Confirm the organisation’s income tax exempt status.* |
| **Discussion:** |  |
| **Moved by:** |  | **Seconded by:** |  | **Result:** |  |
| **THAT THE ANNUAL FINANCIAL STATEMENT AND AUDIT (OR VERIFICATION) REPORT FOR THE 201#/1# FINANCIAL YEAR BE RECEIVED AND ADOPTED** |
| **Discussion:** |  |
| **Moved by:** |  | **Seconded by:** |  | **Result:** |  |

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| **6.** | **THAT SUBCOMMITTEE AND ANY OTHER REPORTS BE ADOPTED** |
| **<Report title>:** |  |
| **Moved by:** |  | **Seconded by:** |  | **Result:** |  |
| **<Report title>:** |  |
| **Moved by:** |  | **Seconded by:** |  | **Result:** |  |
| **<Report title>:** |  |
| **Moved by:** |  | **Seconded by:** |  | **Result:** |  |
| **<Report title>:** |  |
| **Moved by:** |  | **Seconded by:** |  | **Result:** |  |
| **<Report title>:** |  |
| **Moved by:** |  | **Seconded by:** |  | **Result:** |  |

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| **7.** | **ELECTION OF OFFICE BEARERS** |
| **Position:** |  | **Candidates (including nominators and seconders):** |  |
|  | **Elected candidate:** |  |
| **Position:** |  | **Candidates (including nominators and seconders):** |  |
|  | **Elected candidate:** |  |
| **Position:** |  | **Candidates (including nominators and seconders):** |  |
|  | **Elected candidate:** |  |
| **Position:** |  | **Candidates (including nominators and seconders):** |  |
|  | **Elected candidate:** |  |
| **Position:** |  | **Candidates (including nominators and seconders):** |  |
|  | **Elected candidate:** |  |
| **Position:** |  | **Candidates (including nominators and seconders):** |  |
|  | **Elected candidate:** |  |
| **Position:** |  | **Candidates (including nominators and seconders):** |  |
|  | **Elected candidate:** |  |

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| **8.** | **APPOINTMENT OF VOLUNTEERS TO FILL OTHER DESIGNATED POSITIONS** |
| **Position:** |  | **Appointed volunteer:** |  |
| **Position:** |  | **Appointed volunteer:** |  |
| **Position:** |  | **Appointed volunteer:** |  |
| **Position:** |  | **Appointed volunteer:** |  |
| **Position:** |  | **Appointed volunteer:** |  |
| **Position:** |  | **Appointed volunteer:** |  |
| **Position:** |  | **Appointed volunteer:** |  |
| **Position:** |  | **Appointed volunteer:** |  |

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| **9.** | **THAT [INSERT NAME] BE APPOINTED AS THE ASSOCIATION’S AUDITOR (OR ACCOUNTANT) FOR THE 201#/1# FINANCIAL YEAR.** |
| **Discussion:** |  |
| **Moved by:** |  | **Seconded by:** |  | **Result:** |  |

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| **10.** | **APPOINTMENT OF PATRON***If applicable* |
| That [insert name] be appointed as the association’s patron. |
| **Discussion:** |  |
| **Moved by:** |  | **Seconded by:** |  | **Result:** |  |

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| **11.** | **DETERMINATION OF FEES***If applicable* |
| That the fees for the 201#/1# financial year be set at [insert proposed fee for each class / category of membership]. |
| **Discussion:** |  |
| **Moved by:** |  | **Seconded by:** |  | **Result:** |  |

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| **12.** | **ELECTION OF LIFE MEMBERS** |
| That [insert name] be awarded life membership of the association. |
| **Moved by:** |  | **Seconded by:** |  | **Result:** |  |
| That [insert name] be awarded life membership of the association. |
| **Moved by:** |  | **Seconded by:** |  | **Result:** |  |

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| **13.** | **SPECIAL RESOLUTIONS** |
| That… |
| **Discussion:** |  |
| **Moved by:** |  | **Seconded by:** |  | **Result:** |  |
| That… |
| **Discussion:** |  |
| **Moved by:** |  | **Seconded by:** |  | **Result:** |  |

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| **14.** | **MEETING CLOSE** |
| **Closed by:** |  | **Time closed:** |  |

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| **CHAIR’S DECLARATION THAT MINUTES ARE A TRUE AND CORRECT RECORD OF THE PROCEEDINGS OF THE ANNUAL GENERAL MEETING** *(Following ratification at the next meeting)* |
| **Name (Chair):** |  |
| **Signature:***May be electronic* |  |
| **Date:** |  |