This template is an example only. Check your clubs constitution to it to find out whether you need to make any changes to this template before using it.

Highlighted sections are informational examples only and should be deleted in your final document

**Annual General Meeting Agenda**

**[Club Name]**

Date:

Time:

Venue:

Present: *(Print off your membership list, tick off those present, add additional attendees)*

Apologies: *(members, officers, ex-officio or anyone else unable to attend)*

Quorum: meet/not meet *(Quorum is the minimum number of members who must be present in order to conduct business in the name of the group (as per the guidelines in your Club constitution))*

Meeting opened by *(President's name/Returning Officer/Clubs Rep)* at \_\_\_\_ am/pm.

**Agenda Items:**

1. **Welcome and Introductions**
   * *President/Chairperson’s Welcome*
2. **Apologies**
   * *Secretary to record apologies.*
3. **Review of actions from previous annual general meeting**
   * *President/Chairperson to lead review of actions.*
4. **Acceptance of minutes of previous annual general meeting**
   * *Distribute minutes of last AGM.*
   * *Are there any amendments required to the last AGM minutes?*
   * *I motion the minutes are true and correct.*
   * *Will someone second this?*
   * *All those in favor?*
   * *Motion carried that the minutes are true and correct.*
5. **President/Chairperson’s Report**
   * *Present the presidential report.*
   * *What the report should contain:*
     + *Membership information, increases, decreases, demographics*
     + *Yearly aim/s review, suggestions for continuation, amendments or deletion*
     + *Yearly events review, suggestions for continuation, amendments or deletion*
     + *Acknowledgements and thank you*
   * *Q & A and discussion*
   * *Would someone move that this report is true and correct?*
   * *Will someone second this?*
   * *All those in favor?*
   * *Record the names of those who move and second the report in the minutes.*
   * *Motion carried that the president’s report is accepted.*
6. **Treasurer’s Report**
   * *Treasurer to present the financial report.*
   * *Distribution of annual financial statement.*
   * *Annual financial report delivered by the treasurer should include:*
     + *Purchases*
     + *Grants/sponsorship*
     + *Equipment purchases/hire*
     + *Event budget summaries*
     + *Account balances*
     + *Debt owing*
   * *This must include the asset register.*
   * *Q & A and discussion*
   * *Would someone move that this report is true and correct?*
   * *Will someone second this?*
   * *All those in favor?*
   * *Record the names of those who move and second the report in the minutes.*
   * *Motion carried that the financial report is accepted.*
7. **Questions raised by attendees**
   * *President/Chairperson to field questions*
8. **Constitution Amendments**
   * *Any constitutional changes must also be spoken by the president/returning officer/clubs rep and moved by the members present.*
   * *Is there anyone who would like to amend our constitution?*
   * *\_\_\_\_\_\_\_\_\_\_\_\_ proposed the change to clause \_\_\_\_\_ in the constitution because of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.*
   * *The proposed amendment is “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_”.*
   * *Would someone move the (proposed amendment) (that the constitution does not require amendment)?*
   * *Will someone second this?*
   * *All those in favor?*
   * *Record the names of those who move and second the changes in the minutes.*
   * *Motion carried that the (clause constitution will be amended to ) (the constitution does not require amendment).*
     + Moved by:
9. **Election of committee roles/Election of Officers**
   * *Summary of positions*
   * *Opening of nominations (including self-nominations) noting each must be seconded by a club member*
   * *Nominee speeches*
   * *Election by ballot/vote - best if can be done anonymously*
   * *The chair can then say: “I am very pleased to declare that the following people have been elected into the following roles…”*
   * President
     + Nomination: \_\_\_\_\_\_\_\_\_\_ seconded by: \_\_\_\_\_\_\_\_\_\_
       - Total votes: \_\_\_\_\_\_\_\_\_\_
     + Nomination: \_\_\_\_\_\_\_\_\_\_ seconded by: \_\_\_\_\_\_\_\_\_\_
       - Total votes: \_\_\_\_\_\_\_\_\_\_
     + Outcome: \_\_\_\_\_\_\_\_\_\_
   * Treasurer
     + Nomination: \_\_\_\_\_\_\_\_\_\_ seconded by: \_\_\_\_\_\_\_\_\_\_
       - Total votes: \_\_\_\_\_\_\_\_\_\_
     + Nomination: \_\_\_\_\_\_\_\_\_\_ seconded by: \_\_\_\_\_\_\_\_\_\_
       - Total votes: \_\_\_\_\_\_\_\_\_\_
     + Outcome: \_\_\_\_\_\_\_\_\_\_
   * Secretary
     + Nomination: \_\_\_\_\_\_\_\_\_\_ seconded by: \_\_\_\_\_\_\_\_\_\_
       - Total votes: \_\_\_\_\_\_\_\_\_\_
     + Nomination: \_\_\_\_\_\_\_\_\_\_ seconded by: \_\_\_\_\_\_\_\_\_\_
       - Total votes: \_\_\_\_\_\_\_\_\_\_
     + Outcome: \_\_\_\_\_\_\_\_\_\_
   * *Continue for all roles on your committee.*
   * *All nominations, seconds, total vote counts and outcomes must be recorded in the minutes. Please use members' full names when possible.*

10. **Signatories of Club Bank Account**

* + *If you have a change in president and treasurer – who ever looks after your bank accounts, you will be required to remove the signatories from the account, and add new signatories)*
  + Current Signatories to be removed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
  + New Signatories to be added\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
    - *All those in favor?*
  + Motion carried that \_\_\_\_\_\_\_\_\_\_\_\_& \_\_\_\_\_\_\_\_\_\_\_\_ be removed as signatures of the clubs bank account, and \_\_\_\_\_\_\_\_\_\_\_\_& \_\_\_\_\_\_\_\_\_\_\_\_ to be added as signatories of the clubs bank account.

1. **General Business**
   * *General business examples in a meeting can include a variety of topics and tasks, from sharing updates and discussing action items to brainstorming new ideas or addressing specific issues.*
   * *These can be items added to the agenda before the meeting, or brought up during the discussion*
   * *Note what was discussed and if there are any action points for the next year*
2. **Meeting Close**
   * The next general meeting will be \_\_\_\_\_\_\_\_\_\_\_\_.
   * *President/Chair to thank all those who attended.*
   * *If there is no further general business then declare the AGM closed.*
   * *Meeting closed by (President’s name) at \_\_\_\_ am/pm.*