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| --- | --- |
| AGM Date & Time | Time |
|  |  |  |  |  |
| Venue |  |
|  |  |  |  |  |
| Chairperson |  |  | Secretary |  |
|  |
| Attendees |  |

***CLUB NAME***

**ANNUAL GENERAL MEETING MINUTES**

**MINUTES**

|  |  |  |
| --- | --- | --- |
| **1** | **Welcome and Introductions** |  |
| **2** | **Apologies** |  |
| **3** | **Confirmation of Minutes of previous Annual General Meeting** | Proposed resolution put that the Minutes of the previous AGM be accepted.Moved: Seconded:Passed / Not Passed: |
| **4** | **Business arising from the Minutes of the previous AGM** |  |
| **5** | **Presentation of Annual Report** |  |
| **6** | **Adoption of Annual Report** | Proposed resolution put that the 202x Annual Report be adopted.Moved: Seconded:Passed / Not Passed: |
| **7** | **Presentation of Financial Report** |  |
| **8** | **Adoption of Financial Report** | Proposed resolution put that the 202x Financial Report be adopted.Moved: Seconded:Passed / Not Passed: |
| **9** | **Appointment of Auditor** | Proposed resolution put that Auditor XXX be appointed Auditor for 202X.Moved: Seconded:Passed / Not Passed: |
| **10** | **Election of Office Bearers** | In accordance with the Club Constitution, the chairperson declared all Office Bearers and Committee positions vacant and called for nominations. The following people were duly elected:President:Vice-President:Secretary:Treasurer:General Committee Member:General Committee Member:General Committee Member: |
| **11** | **Vote of thanks to outgoing Office Bearers** | The Chairperson congratulated all newly appointed Office Bearers / Committee Members and thanked all outgoing Office Bearers / Committee Members for their service to the Club. |
| **12** | **Special resolutions** | Special resolution 1: [insert full details of resolution][Describe voting process adopted]Passed / Not passed:Special resolution 2: [insert full details of resolution][Describe voting process adopted]Passed / Not passed: |
| **13** | **Close**  | The meeting was declared closed by the Chairperson at [insert time] |