

***[insert Club name]* Annual General Meeting Agenda**

Agenda for the Annual General Meeting of the (CLUB NAME) to be held at (XXXX TIME) on (XXXX DATE) at (XXX VENUE).

1. Apologies *(Standard Agenda Item)*

Note any apologies received by the Secretary from Members before the Agenda was distributed.

2. Minutes *(Standard Agenda Item)*

3. Executive Committee Reports *(If required)*

Provide a summary of each report- if a document was provided at the AGM, attach it to the minutes.

- I. President's Report**
- II. Vice-President's Report**
- III. Treasurer's Report**
- IV. Office Bearer's Report**
- V. Other**

4. Election of Office Bearers *(Standard Agenda Item)*

- I. Positions are declared vacant**
- II. Nominations are declared open**
- III. Voting**

5. General Business *(Standard Agenda Item)*

Summarise each item discussed.

- a) Suggestions for events in the coming year**
- b) Any other items** (as necessary)

6. Meeting Closed: XX:XXAM/PM

7. Next Meeting *(Standard Agenda Item)*

The first meeting of the (CLUB NAME) will be held at (XXXX TIME) on (XXXX DATE) at (XXX VENUE or venue to be determined).

If the next meeting date/time has not been scheduled the agenda item would read:

The next meeting of the (CLUB NAME) is to be determined.