

## ***[insert Club name] Annual General Meeting Minutes***

Minutes of the Annual General Meeting of the (CLUB NAME) held at (XXXX TIME) on (XXXX DATE) at (XXX VENUE).

### **1. Present:**

*List all Office-Bearers present as per the Attendance Sheet.*

### **2. Also in Attendance:**

*List Financial Members or General Members as per the Attendance Sheet.*

### **3. Secretary:**

*Minute taker.*

### **4. Chairperson:**

### **5. Meeting Opened: XX:XXAM/PM**

### **6. Apologies:**

### **7. Minutes:**

***Motion:*** *Moved xx Seconded xx: That the Minutes of the Annual General Meeting held (XXXX DATE) were approved.*

The Motion on being Put to the Meeting was Carried.

### **8. Executive Committee Reports:**

*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**

***Motion:*** *Moved xx Seconded xx: That the Executive Committee Reports at the Annual General Meeting held (XXXX DATE) were approved.*

The Motion on being Put to the Meeting was Carried.

### **9. Election of Office-Bearers:**

*Record who was nominated for each position (and who nominated and seconded their nomination) and who was elected to each position.*

e.g.

Nominee 1: ...

Nominated by: ...

Seconded by: ...

Nominee 2: ...  
Nominated by: ...  
Seconded by: ...

**10. General Business:**

*Summarise each item discussed.*

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

**11. Meeting Closed: XX:XXAM/PM**

**12. Next Meeting:**

The next meeting of the (CLUB NAME) will be held at (XXXX TIME) on (XXXX DATE) at (XXX VENUE)/is to be determined (DELETE AS APPROPRIATE).

*If the next meeting date/time has not been scheduled the minutes would read:*

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