**<Year> AGM minutes**

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<Club name>

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| --- | --- |
| Meeting title: | Annual General Meeting |
| Meeting time and date: | <Time> <Date> <Year> |
| Meeting venue: | <Address or online meeting link> |
| Attendees: |  |
| Apologies: |  |

Action plan

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| Actions arising: | Timeframe: | Person Responsible: | Status / Progress Update: |
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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 attendance record be received and a leave of absence be granted to apologies | | | | | | |
| Notes/amendments: | |  | | | | |
| Moved by: |  | | Seconded by: |  | Result: |  |

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| 3. | That the minutes of the previous AGM be taken as a true and accurate record | | | | | | |
| Notes/amendments: | |  | | | | |
| Moved by: |  | | Seconded by: |  | Result: |  |

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| 4. | Business arising from minutes of previous AGM | |
| Discussion: |  |

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| 5. | **President’s report** | | | | | | |
| That the president’s report be adopted | | | | | | |
| Discussion: | |  | | | | |
| Moved by: |  | | Seconded by: |  | Result: |  |

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| 6. | **Treasurer's report and annual financial statement and audit (or verification) report** | | | | | | |
| That the treasurer’s report, annual financial statement and audit (or verification) report for the 20##/## financial year be received and adopted  *Confirm the club’s income tax exempt status* | | | | | | |
| Discussion: | |  | | | | |
| Moved by: |  | | Seconded by: |  | Result: |  |

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| 7. | Disclosure of remuneration and other benefits given to given to management committee members or their relatives, and to senior staff and their relatives | |
| Discussion: |  |

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| 8. | **Subcommittee and other reports** | | | | | | |
| That subcommittee reports and 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: |  |

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| 9. | Disclosure of conflicts of interest declared by management committee members | |
| Discussion: |  |

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| 10. | Election of management committee  *Prior to elections, advise all candidates whether or not the club has public liability insurance and if so, the level of cover* | | | |
| 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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| 11. | Appointment of candidates to fill other designated positions | | | |
| Position: |  | Appointed candidate: |  |
| Position: |  | Appointed candidate: |  |
| Position: |  | Appointed candidate: |  |
| Position: |  | Appointed candidate: |  |
| Position: |  | Appointed candidate: |  |
| Position: |  | Appointed candidate: |  |
| Position: |  | Appointed candidate: |  |

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| 12. | Appointment of auditor (or accountant) for the present financial year | | | | | | |
| That [insert name] be appointed as the association’s auditor (or accountant) for the 20##/## financial year. | | | | | | |
| Discussion: | |  | | | | |
| Moved by: |  | | Seconded by: |  | Result: |  |

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| 13. | Appointment of patron  *If applicable* | | | | | | |
| That <insert name> be appointed as the association’s patron for the 20##/## year. | | | | | | |
| Discussion: | |  | | | | |
| Moved by: |  | | Seconded by: |  | Result: |  |

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| 14. | Determination of fees  *If required by the club’s rules to be determined by members at a general meeting* | | | | | | |
| That the fees for the 20##/## financial year be set at <insert proposed fee for each class / category of membership>. | | | | | | |
| Discussion: | |  | | | | |
| Moved by: |  | | Seconded by: |  | Result: |  |

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| 15. | Awarding of life membership | | | | | |
| 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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| 16. | Special resolutions | | | | | |
| That <insert special resolution wording> | | | | | |
| Discussion: |  | | | | |
| Moved by: |  | Seconded by: |  | Result: |  |
| That <insert special resolution wording> | | | | | |
| Discussion: |  | | | | |
| Moved by: |  | Seconded by: |  | Result: |  |

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| 17. | Meeting close | | | |
| Closed by: |  | Time closed: |  |

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| Chairperson’s declaration that minutes are a true and correct record of the proceedings of the meeting  *(Following ratification at the next meeting)* | |
| Name (Chairperson): |  |
| Signature:  *May be electronic* |  |
| Date: |  |

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