**<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: |  |

1