**<Year> AGM agenda**

<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:  |  |

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| **1.** | Meeting open |
| **2.** | Attendance and apologies |
| **3.** | Minutes of the previous annual general meeting |
| **4.** | Business arising from minutes of previous annual general meeting |
| **5.** | President’s report *The president presents their report ready for adoption* |
| **6.** | Treasurer's report and annual financial statement and audit (or verification) report *The treasurer presents their report, as well as the annual financial statement and audit (or verification) report for adoption* |
| **7.**  | Disclosure of remuneration and other benefits given to given to management committee members or their relatives, and to senior staff or their relatives |
| **8.** | Subcommittee and other reports are presented for adoption |
| **9.** | Disclosure of conflicts of interest *Present details of any conflicts of interest that have been declared by management committee members* |
| **10.** | Election of management committee  |
| **11.** | Appointment of candidates to fill other designated positions |
| **12.** | Appointment of auditor (or accountant) for the present financial year |
| **13.** | Appointment of patron *If applicable* |
| **14.** | Determination of fees *If required by the club’s rules to be determined by members at a general meeting* |
| **15.** | Awarding of life membership |
| **16.** | Special resolution[s] *Include the full wording of any proposed special resolutions, for which due notice has been given**Good example: That the “name of club” adopts it’s proposed new rules as the rules of the club.**Poor example: Adoption of new rules.* |
| **17.** | Meeting close |

***NB:*** *The annual general meeting should run for 30 to 45 minutes, subject to the use of a set agenda and good preparation by the committee. Meetings require a commitment of time by attendees, so every effort should be made to make the best use of that valuable time. Use this annual general meeting agenda template in conjunction with the meeting minutes template.*

2