# Bowls SA CLUB RESOURCE: AGM Agenda Template

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| **Meeting title:** | <<CLUB NAME>> Annual General Meeting |
| **Meeting time and date:** |  |
| **Meeting venue:** |  |
| **Attendees:** |  |
| **Apologies:** |  |

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| **1.** | **MEETING OPEN** | |
| **2.** | **ATTENDANCE AND APOLOGIES**  *INSTRUCTION: Confirm attendance and grant leave of absence to apologies.* | |
| **3.** | **MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING**  *INSTRUCTION: Confirm that the minutes of the previous annual general meeting are a true and correct record.* | |
| **4.** | **BUSINESS ARISING FROM MINUTES OF PREVIOUS ANNUAL GENERAL MEETING**  *INSTRUCTION: Follow-up on action items from the previous annual general meeting****.*** | |
| **5** | **PRESIDENT’S REPORT**  *INSTRUCTION:* Attach copy of President’s report to the agenda.  *President’s report to be adopted****.*** | |
| **6.** | **TREASURER’S REPORT AND FINANCIAL STATEMENT**  *INSTRUCTION:* Attach copy of treasurer’s report and annual financial statement to the agenda.  *Treasurer’s report and annual financial statement for the 20##/20## year be received and adopted.* | |
| **7.** | **SUBCOMMITTEE AND OTHER REPORTS**  *INSTRUCTION:* Attach a copy of each report to the agenda.  *Subcommittee reports and other reports to be adopted****.*** | |
| **8.** | **ELECTION OF COMMITTEE MEMBERS** | |
| **9.** | **SPECIAL RESOLUTIONS**  *INSTRUCTION:* Any special resolution proposed to be made must be provided to the secretary by the due date so that written notice of the proposed special resolutions can be provided to members.  Attach copies of information supporting each special resolution to the agenda. | |
| **Special Resolution 1:** | **Moved by:** |
| **Special Resolution 2:** | **Moved by:** |
| **10.** | **OTHER BUSINESS** | |
| **11.** | **MEETING CLOSE** | |