# CLUB RESOURCE: AGM MINUTES TEMPLATE

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

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| 1. **MEETING OPEN**
 |
| ***Drafting Note:*** *The meeting should be opened at the scheduled start time, or as soon as there is a quorum.*  *Refer to your constitution for quorum details.* |
| Opened by: |  |
| Time opened: |  |
| Quorum: |  |

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| 1. **ATTENDANCE AND APOLOGIES**
 |
| *Motion: That the attendance record and apologies list be noted and received.* |
| Moved by: |  |
| Seconded by: |  |
| Result (carried/lost): |  |

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| 1. **MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING**
 |
| *Motion: That the minutes of the annual general meeting held on xxx be confirmed as a true and correct record.*  |
| Amendments (if applicable): |  |
| Moved by: |  |
| Seconded by: |  |
| Result (carried/lost): |  |

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| 1. **BUSINESS ARISING FROM MINUTES OF PREVIOUS ANNUAL GENERAL MEETING**
 |
| ***Drafting Note:*** *Follow-up on action items from the previous annual general meeting and move any necessary motions****.*** |
| Notes: |  |

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| 1. **PRESIDENT’S REPORT**
 |
| ***Drafting Note:*** *Attach copy of president’s report to the minutes.* |
| *Motion: That the president’s report to be adopted.*  |
| Notes: |  |
| Moved by (treasurer): |  |
| Seconded by: |  |
| Result (carried/lost): |  |

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| 1. **TREASURER’S REPORT AND ANNUAL FINANCIAL STATEMENT**
 |
| ***Drafting Note:*** *Attach copy of treasurer’s report and annual financial statement to the minutes.* |
| *Motion: That the treasurer’s report and annual financial statement for the 20##/20## year be received and adopted.* |
| Notes: |  |
| Moved by (treasurer): |  |
| Seconded by: |  |
| Result (carried/lost): |  |

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| 1. **SUBCOMMITTEE AND OTHER REPORTS**
 |
| ***Drafting Note:*** *Attach a copy of each report to the minutes.* |
| *Motion: That subcommittee reports and other reports to be adopted.*  |
| Notes: |  |
| Moved by: |  |
| Seconded by: |  |
| Result (carried/lost): |  |

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| 1. **ELECTION OF COMMITTEE MEMBERS**
 |
| *The Returning Officers announced that the election to fill xxx positions on the xxx Board/ Committee has concluded.* *Elected to the position of XXX for a term of XXX years is XXXX.**Elected to the position of XXX for a term of XXX years is XXXX.**Elected to the position of XXX for a term of XXX years is XXXX.* |

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| 1. **SPECIAL RESOLUTIONS**
 |
| ***Drafting Note:*** *Attach copies of information supporting each special resolution to the minutes.* |
| **Special Resolution 1:** |  |
| Notes: |  |
| Moved by: |  |
| Seconded by: |  |
| Result (carried/lost): |  |

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| **Special Resolution 2:**  |
| Notes: |  |
| Moved by: |  |
| Seconded by: |  |
| Result (carried/lost): |  |

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| 1. **MEETING CLOSE**
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| Closed by: |  |
| Time closed: |  |

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| **CHAIRPERSON’S DECLARATION** |
| *I declare that I was the chairperson at this meeting (or the meeting where these minutes were confirmed) and that these minutes have been confirmed as a true and correct record of the proceedings of the meeting.* |
| Name (chairperson): |  |
| Signature:*May be electronic* |  |
| Date: |  |