# CLUB RESOURCE: AGM MINUTES TEMPLATE

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

|  |  |
| --- | --- |
| 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: |  |

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

|  |  |
| --- | --- |
| 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): |  |

|  |  |
| --- | --- |
| 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: |  |

|  |  |
| --- | --- |
| 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): |  |

|  |  |
| --- | --- |
| 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): |  |

|  |  |
| --- | --- |
| 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): |  |

|  |
| --- |
| 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.* |

|  |  |
| --- | --- |
| 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): |  |

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

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

|  |  |
| --- | --- |
| **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: |  |