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## Club/Association Name

## Annual General Meeting Agenda

Date/Time  
Venue details

1. Welcome / Opening of Meeting
2. Apologies
3. Confirmation of Minutes of previous Annual General Meeting
4. Business arising from the Minutes of the previous AGM
5. President’s / Chair’s Report
6. Treasurers Report and presentation of the Financial Statement
7. Election of Office Bearers (“Committee Members”)
8. Vote of thanks to outgoing Office Bearers
9. Special resolutions (if any)
10. General Business
11. Close