## **A close up of a logo Description automatically generated**

## A grey background with black text Description automatically generated

## Club/Association Name

## Annual General Meeting Minutes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| AGM Date & Time | Time | | | |
|  |  |  |  |  |
| Venue |  | | | |
|  |  |  |  |  |
| Chairperson |  |  | Secretary |  |
|  | | | | |
| Attendees |  | | | |

## Minutes

|  |  |  |
| --- | --- | --- |
|  | Welcome |  |
|  | | |
|  | Apologies |  |
|  | | |
|  | Confirmation of previous Minutes | Proposed resolution put that the Minutes of the previous AGM be accepted.  Moved:  Seconded:  Passed / Not Passed: |
|  | | |
|  | Review of business arising from previous Minutes |  |
|  | | |
|  | President’s report |  |
|  | | |
|  | Treasurer’s report & Financial Statements |  |
|  | | |
|  | Election of office bearers | In accordance with the Club Constitution, the chairperson declared all Office Bearers and Committee positions vacant and called for nominations. The following people were duly elected:  President:  Vice-President:  Secretary:  Treasurer:  General Committee Member:  General Committee Member:  General Committee Member:  The Chairperson congratulated all newly appointed Office Bearers / Committee Members and thanked all outgoing Office Bearers / Committee Members for their service to the Club. |
|  | | |
|  | Special resolutions | Special resolution 1: [insert full details of resolution]  [Describe voting process adopted]  Passed / Not passed:  Special resolution 2: |
|  | | |
|  | General business |  |
|  | | |
|  | Close | The meeting was declared closed by the Chairperson at [insert time] |