|  |
| --- |
| Annual General Meeting Minute Keeping Template |

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

|  |  |
| --- | --- |
| 1. **MEETING OPEN** | |
| *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 be received and a leave of absence be granted to apologies.* | |
| Moved by: |  |
| Seconded by: |  |
| Result (carried/lost): |  |

|  |  |
| --- | --- |
| 1. **MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING** | |
| *Motion: That the minutes of the previous annual general meeting 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** | |
| *Follow-up on action items from the previous annual general meeting and move any necessary motions****.*** | |
| Notes: |  |

|  |  |
| --- | --- |
| 1. **PRESIDENT’S REPORT** | |
| 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** | |
| 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** | |
| 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** | | | | | | |
| ***Position:*** | | | | | | |
| Candidates: |  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
| Elected Candidate: | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Position:*** | | | | | | |
| Candidates: |  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
| Elected Candidate: | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Position:*** | | | | | | |
| Candidates: |  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
| Elected Candidate: | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Position:*** | | | | | | |
| Candidates: |  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
| Elected Candidate: | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Position:*** | | | | | | |
| Candidates: |  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
| Elected Candidate: | |  | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Position:*** | | | | | | |
| Candidates: |  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
|  | | Nominated by: |  | Seconded by: |  |
| Elected Candidate: | |  | | | | |

|  |  |
| --- | --- |
| 1. **SPECIAL RESOLUTIONS** | |
| 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. **HANDOVER MEETING**   Outgoing committee to handover all important documents (digital and hard copy), club property and contact lists, etc. to incoming committee. Outgoing committeeto grant admin access to the club’s social media pages, cloud data storage, financial management package, asset register and any relevant tools used by the club and arrange a time and date to changeover bank account access. As well as general discussion on club traditions, provide advice on what went well during the year and what should be improved. | |
| Notes: |  |

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

*CPR Group accepts no responsibility for any direct/indirect adverse outcomes as a result of using CPR Group documents. Documents are provided in good faith as general guidelines and should be used in conjunction with relevant legislation, constitutions, rules, laws, bylaws, and reasonable judgement.*