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| Annual General Meeting Agenda Template |

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

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| **1.** | **MEETING OPEN** | |
| **2.** | **ATTENDANCE AND APOLOGIES**  *Confirm attendance and grant leave of absence to apologies.* | |
| **3.** | **MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING**  *Confirm that the minutes of the previous annual general meeting are a true and correct record.* | |
| **4.** | **BUSINESS ARISING FROM MINUTES OF PREVIOUS ANNUAL GENERAL MEETING**  *Follow-up on action items from the previous annual general meeting****.*** | |
| **5** | **PRESIDENT’S REPORT**  Attach copy of President’s report to the agenda.  *President’s report to be adopted****.*** | |
| **6.** | **TREASURER’S REPORT AND FINANCIAL STATEMENT**  Attach copy of treasurer’s report and annual financial statement to the agenda.  *Treasurer’s report and annual financial statement for the 20##/20## year be received and adopted.* | |
| **7.** | **SUBCOMMITTEE AND OTHER REPORTS**  Attach a copy of each report to the agenda.  *Subcommittee reports and other reports to be adopted****.*** | |
| **8.** | **ELECTION OF COMMITTEE MEMBERS** | |
| **9.** | **SPECIAL RESOLUTIONS**  Any special resolution proposed to be made must be provided to the secretary by the due date so that written notice of the proposed special resolutions can be provided to members. Attach copies of information supporting each special resolution to the agenda.  *Example: That the club adopts the proposed changes to its constitution.* | |
| **Special Resolution 1:** | **Moved by:** |
| **Special Resolution 2:** | **Moved by:** |
| **10.** | **COMMITTEE HANDOVER**  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. | |
| **11.** | **MEETING CLOSE** | |

***NOTE:*** *The AGM is a formal meeting that should run for up to 1 hour, subject to the use of a set agenda, good preparation by members and deferring operational and general business discussions to a separate meeting or forum. Meetings require a commitment of time by attendees, so every effort should be made to make the best use of that valuable time. Use this AGM Agenda Template in conjunction with the AGM Minute Keeping Template.*

*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.*