CLUB AGM AGENDA TEMPLATE

*XXX* CLUB

ANNUAL GENERAL MEETING

Meeting to be held on *Date & Time* in the *Location*

# **AGENDA**

1. Welcome, Registration & Apologies
2. Minutes of A.G.M. held on *Previous Year*

*Approve or otherwise discuss the minutes of the previous year’s AGM*

*If the Club has had an extraordinary or special general meeting since the last AGM, they should be approved or otherwise discussed next.*

1. President’s Report
2. Secretary’s Report
3. Treasurer’s Report
4. Constitution changes
   1. *Removal of Postion A (Ms M)*
   2. *Constitution Change Proposal (Mr DS)*

*Constitutional Changes are normally presented to the Club Committee/secretary a set period of time before the meeting. These should be tabled in the Agenda paper.*

1. Election of Office Bearers
   1. *President*
   2. *Secretary*
   3. *Treasurer*
   4. *Etc.*
   5. *Ordinary Member (2)*
2. A.O.C.B
3. Closure