<Insert Club Name>

Insert Club Logo

Annual General Meeting Agenda

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| **Meeting title:** | Annual General Meeting |
| **Meeting time and date:** |  |
| **Meeting venue:** |  |
| **Attendees:** |  |
| **Apologies:** |  |

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| **1.** | **MEETING OPEN** |
| **2.** | **MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING** |
| **3.** | **BUSINESS ARISING FROM MINUTES OF PREVIOUS ANNUAL GENERAL MEETING** |
| **4.** | **PRESIDENT’S REPORT** *The president presents their report and the meeting votes to adopt the report.* |
| 1. That the president’s report be adopted |
| **5.** | **TREASURER’S REPORT AND FINANCIAL STATEMENT** *The treasurer presents their report, as well as the annual financial statement and audit [or verification] report. The meeting votes separately to adopt each.* |
| 1. That the treasurer’s report be adopted |
| 2. That the annual financial statement and audit [or verification] report for the 201#/1# financial year be received and adopted |
|  | Confirm income tax exempt status *At the first management committee meeting following the AGM, confirm income tax exempt status as per the ATO’s* [Income Tax Exemption and Sporting Clubs](https://www.ato.gov.au/Non-profit/Your-organisation/In-detail/Income-tax/Income-tax-exemption-and-sporting-clubs/) *worksheet.* |
| **6.** | **SUBCOMMITTEE AND ANY OTHER REPORTS** *Attach reports.* |
| **7.** | **ELECTION OF MANAGEMENT COMMITTEE** *Prior to elections, advise all candidates whether or not the association has public liability insurance and if so, the level of cover.* |
| **8.** | **APPOINTMENT OF VOLUNTEERS TO FILL OTHER DESIGNATED POSITIONS** |
| **9** | **APPOINTMENT OF AUDITOR [OR ACCOUNTANT] FOR THE 201#/1# FINANCIAL YEAR** |
| 1. That [insert name] be appointed as the association’s auditor [or accountant] for the 201#/1# financial year. |
| **10.** | **APPOINTMENT OF PATRON** *If necessary.* |
| **11.** | **DETERMINATION OF FEES** *If required by the association’s rules to be determined by members at a general meeting.* |
| **12.** | **ELECTION OF LIFE MEMBERS** |
| **13.** | **SPECIAL RESOLUTION[S]** *Include the full wording of any proposed special resolutions, for which due notice has been given.* ***Good example:*** *That the association adopts its proposed new rules as the rules of the association.* ***Poor example:*** *Adoption of new rules.* |
| 1. |
| **14.** | **MEETING CLOSE** |

***NB:*** *The annual general meeting should run for 30 to 45 minutes, subject to the use of a set agenda and good preparation by the management committee. 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 Annual General Meeting Agenda Template in conjunction with the Annual General Meeting Minute Keeping Template.*