

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

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 <i>The president presents their report and the meeting votes to adopt the report.</i>
	1. That the president's report be adopted
5.	TREASURER'S REPORT AND FINANCIAL STATEMENT <i>The treasurer presents their report, as well as the annual financial statement and audit [or verification] report. The meeting votes separately to adopt each.</i>
	1. That the treasurer's report be adopted
	2. That the annual financial statement and audit [or verification] report for the 202#/2 financial year be received and adopted
6.	SUBCOMMITTEE AND ANY OTHER REPORTS <i>Attach reports.</i>
7.	ELECTION OF MANAGEMENT COMMITTEE <i>Prior to elections, advise all candidates whether or not the association has public liability insurance and if so, the level of cover.</i>
8.	APPOINTMENT OF VOLUNTEERS TO FILL OTHER DESIGNATED POSITIONS
9	APPOINTMENT OF AUDITOR [OR ACCOUNTANT] FOR THE XXXX FINANCIAL YEAR
	1. That [insert name] be appointed as the association's auditor [or accountant] for the XXXX financial year.
10.	APPOINTMENT OF PATRON <i>If necessary.</i>
11.	DETERMINATION OF FEES <i>If required by the association's rules to be determined by members at a general meeting.</i>
12.	ELECTION OF LIFE MEMBERS
13.	SPECIAL RESOLUTION[S] <i>Include the full wording of any proposed special resolutions, for which due notice has been given.</i> Good example: <i>That the association adopts its proposed new rules as the rules of the association.</i> Poor example: <i>Adoption of new rules.</i>
	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.