

Sample Agenda - Annual General Meeting

1. Meeting opens - President welcomes members and guests and introduces special or official guests.
2. Apologies.
3. Minutes of last years' AGM minutes.
4. Business arising from last years' AGM minutes.
5. Correspondence (addressed to this years' AGM).
6. Presentation of the Annual Report.
7. Presentation of the Annual Financial Statement.
8. Annual Reports (on other activities if required).
9. Election and induction of office bearers.
10. Elected President acts as Chairman.
11. Appointment of Auditors and others.
12. General AGM Business.
13. Announcement of date, place and time of next AGM.
14. Close of AGM.

Please ensure your club has passed the following Standing Resolution:

'Members elected at the Annual General Meeting shall be authorized to administer the affairs of the club prior to April 1st, and shall report on such matters to the members at the April general meeting for ratification'