**Disclaimer:** This template is provided as an example only. Clubs must consult their constitution or rules of incorporation to ensure that they are fully compliant with all requirements. If you are unsure, please seek independent advice and/or contact Consumer Affairs Victoria.

Insert Club Logo here

**Club Name**

**Annual General Meeting**

**Agenda**

|  |  |
| --- | --- |
| Date: |  |
| Time: |  |
| Location: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | | **Presenter** |
|  | Welcome   * 1. Acknowledgement of Country   2. Apologies & attendance   3. Acknowledgements (i.e. Life Members) | | President/Chair |
|  | Confirmation of Minutes of the previous Annual General Meeting  **Tabled:** Minutes – 20XX AGM | | President/Chair |
|  | President/Chair Report  **Tabled:** President/Chair Report | | President/Chair |
|  | Annual Report  **Tabled:** Annual Report | | President/Chair |
|  | Financial Statements  **Tabled:** Financial Statements | | Treasurer/Finance Director |
|  | Election of committee members/office bearers | | Returning officer |
|  | **Special business** [Note: delete if not applicable. This item would cover matters placed on the agenda by the committee or secretary, such as a proposed special resolution or another important matter requiring discussion.]  E.g. Proposed Resolutions (if applicable) | | President/Chair |
| Proposed resolution | Moved by |
| [Insert exact wording of the resolution] |  |
|  |  |
|  | General business [Note: this is an opportunity for members to raise questions or issues not yet dealt with. If a new resolution is proposed by a member during this item, it should not be considered at that meeting because proper notice has not been provided to all members. If a member wishes to raise an important or complex issue, they should advise the chairperson prior to the meeting and provide a copy of the motion they wish to move.] | | President/Chair |
|  | Close of Meeting | | President/Chair |