**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**

**Minutes**

|  |  |
| --- | --- |
| Date: |  |
| Time: |  |
| Location: |  |
| Chairperson: |  |
| Attendees: |  |
| Apologies: |  |
| Proxies: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Description** | **Presenter** | **Minutes** |
|  | Welcome   * 1. Apologies   2. Acknowledgements (i.e. Life Members) | President/Chair | *Note time of commencement of meeting:*  *Note Apologies:* |
|  | Confirmation of Minutes of the previous Annual General Meeting | President/Chair | *Proposed resolution: That the minutes of the 20XX Annual General Meeting be accepted as a true and accurate record of the meeting.*  **Moved:**  **Seconded:**  **Passed/Not passed** |
|  | President/Chairperson Report | President/Chair | *Proposed resolution: That the President/Chair Report tabled at the Annual General Meeting be accepted.*  **Moved:**  **Seconded:**  **Passed/Not passed** |
|  | Acceptance of the Annual Report | President/Chair | *Proposed resolution: That the 20XX Annual Report tabled at the Annual General Meeting be accepted.*  **Moved:**  **Seconded:**  **Passed/Not passed** |
|  | Acceptance of the Financial Statements | Treasurer/ Finance Director | *Proposed resolution: That the financial statements tabled at the Annual General Meeting be accepted.*  **Moved:**  **Seconded:**  **Passed/Not passed** |
|  | Election of Directors/Committee Members | President/Chair | **Expiring/vacant committee positions**  The terms of appointment for the following committee members expired:   * [Outgoing committee member’s name], [position held] * [Outgoing committee member’s name], [position held] * [Outgoing committee member’s name], [position held]   **Nominations**  The following people nominated for the vacant committee member positions:   * [insert name] * [insert name] * [insert name]   **Elected committee members:**  [The following people were elected to fill the vacant committee member positions by secret ballot/show of hands/other voting method:] OR [The number of vacant positions was equal to/greater than the number people who nominated and the members present voted in favour of voting the following people to fill the vacant committee member positions]:   * [insert name] * [insert name] * [insert name]   The newly elected committee members shall remain elected until [insert date/the next Annual General Meeting].  [Note: there may be specific requirements around electing committee members in your club’s constitution or rules. There may also be different requirements for roles such as the club secretary. It is important to check the requirements set out in your rules or constitution for the election of committee members and office bearers.] |
|  | Special business (if applicable)  (e.g. proposed resolutions) | President/Chair | *List proposed resolution (s)*  **Moved:**  **Seconded:**  **Passed/Not passed**  **[Where a special resolution is voted on, consider documenting individual votes for the purposes of demonstrating a majority]** |
|  | General business | President/Chair |  |
|  | Close of Meeting | President/Chair | *Note close of meeting time:* |

|  |  |
| --- | --- |
| **Minute taker:** |  |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |  |
| **Position:** |  |
| **Date:** |  |