**AGM MINUTES GUIDE**

**[CLUB NAME] CLUB [20XX] ANNUAL GENERAL MEETING RECORD OF MEETING**

Minutes of the Annual General Meeting of the ANU Sport [CLUB NAME] Club held at [LOCATION] on [DATE 20XX] starting at [TIME].

Chair:*Add the full name of the meeting chair.*

Minute taker*Add the full name of meeting minute taker.*

1. The Chair Opening remarks/Welcome [TIME]
   1. *The Chair opens the meeting and welcomes those present.*
2. Apologies
   1. Apologies were received from: *List the persons who provided apologies before the meeting.*
3. Accept Previous AGM Minutes
   1. Minutes of the previous AGM held on [DATE 20XX-1] had been circulated to members. The meeting resolved to accept the minutes of the previous Annual General Meeting held on [DATE 20XX-1] as a true and correct record. *Record Mover / Seconder – both must be Voting members who attended the previous AGM*
4. Matters Arising from Minutes
   1. *Report on any matters relating to the previous minutes that were raised and discussed.*
5. Presentation of Club Annual Report
   1. *Outline the matters reported by the President and Executive committee*
   2. The meeting resolved to accept the Annual report.
   3. *Record Mover / Seconder – both must be Voting members*
6. Presentations of financial statements
   1. The financial statement for the club for the fiscal year ended [Date], which had been circulated to members, was received. The Treasurer reported on the following matters:
   2. *Detail matters reported by the Treasurer*
   3. The meeting resolved to accept the financial statement for the club for the fiscal year ended [DATE 20XX]
   4. *Record Mover / Seconder – both must be Voting members*
7. Presentation of the proposed budget
   1. The budget for [20XX+1] was received. The Treasurer spoke to the following:
   2. *Detail information provided by the Treasurer including membership fees for the following year*
8. Election of executive committee members.
   1. *Detail those elected to each position on the executive committee for the following year.*
   2. *Note the official handover date.*
9. Confirmation of Bank Account Signatories
   1. *Details of those confirmed as Bank Account Signatories.*
10. Motions put to the AGM
    1. *Detail information for motion/s put to the AGM.*
    2. The meeting resolved to accept the above motion.
    3. *Record Mover / Seconder – both must be Voting members*
11. Constitutional Amendments
    1. *Detail information about constitutional amendments.*
    2. The meeting resolved to accept the constitutional amendments above.
    3. *Record Mover / Seconder – both must be Voting members*
12. Any Other General Business
    1. *Report on any general business raiser or any other items that were listed on the agenda under their agenda headings*
13. Meeting closed at [TIME]