# **[Club Name] Annual General Meeting (AGM) Template**

## **Meeting Details**

* **Date:** [Insert date]
* **Time:** [Insert time]
* **Location:** [Insert venue or online platform]
* **Chairperson:** [Insert name]
* **Minute Taker:** [Insert name]

## **Agenda**

1. **Welcome and Opening Remarks**
   1. Delivered by the Chairperson or Club President
   2. Acknowledgement of attendees and apologies
2. **Apologies**
   1. List of members who sent apologies
3. **Confirmation of Previous AGM Minutes**
   1. Review and approval of minutes from the last AGM
   2. Motion to accept minutes
   3. Seconded by
   4. Outcome
4. **President’s Report**
   1. Summary of the year’s activities, achievements, and challenges
5. **Treasurer’s Report**
   1. Financial summary of the past year
   2. Presentation of income, expenses, and current balance
   3. Motion to accept financial report
   4. Seconded by
   5. Outcome
6. **Other Executive Reports**
   1. Reports from Vice President, Secretary, or other officers (if applicable)
7. **Election of New Executive Committee**
   1. Positions up for election:
      1. President
      2. Vice President
      3. Secretary
      4. Treasurer
      5. [Other roles]
   2. Nominations received
   3. Voting process
   4. Announcement of elected officers
8. **Constitutional Amendments (if any)**
   1. Proposed changes
   2. Discussion
   3. Voting outcome
9. **General Business**
   1. Open floor for member questions, suggestions, or motions
10. **Misconduct and Code of Conduct Review**

* Review of Club’s Code of Conduct
* Proposed updates or reaffirmation

1. **Handover Timeline and Transition Plan**

* Outgoing committee to provide documentation, passwords, and guidance
* Suggested handover period: [e.g., 2–4 weeks post-AGM]
* Schedule for:
  + Handover meetings
  + Transfer of financial access
  + Update of club records and platforms
* Incoming committee to confirm receipt of materials and readiness

1. **Closing Remarks**

* Thanks to outgoing committee members
* Vision for the upcoming year

1. **Meeting Close**

* Time of adjournment