# **[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