

# ANNUAL GENERAL MEETING (AGM) AGENDA

## Meeting Details

Club Name: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

### 1. INTRODUCTION

- Welcome.
- Introduction of the returning officer who will chair the election (*Club external, e.g. CSO*)

### 2. MINUTES OF PREVIOUS MEETING

### 3. ANNUAL REPORT FROM EXECUTIVE COMMITTEE

- President
- Secretary
- Treasurer's annual financial report

### 4. ELECTION OF NEW EXECUTIVE COMMITTEE

- Call for nominations
- Campaign speeches
- Election of President by secret ballot
- Election of Secretary by secret ballot
- Election of Treasurer by secret ballot
- Election of further members of Executive Committee
- Chair to be handed over to new President

### 5. CONSTITUTION

- Amendments or re-affirmation of Constitution & Membership Fees

### 6. OTHER BUSINESS

### 7. DATE AND VENUE OF NEXT MEETING