**<insert UTAS Affiliated Club Name>**

**MINUTES**

**ANNUAL GENERAL MEETING**

<Date>

<Venue>, <Address>

*Meeting opened <time>.*

**1. Welcome**

Chair <Name of Chair> introduced him/her and welcomed everyone for their attendance.

<Name of Chair> advised all present that this was the Annual General Meeting for the <Name of Club>, in which the; Annual Report, Financial Report, Committee Members, Budget and Calendar of Events will be endorsed through a majority vote by show of hands.

**2.0 Attendance**

The Chair made note of the following people in attendance

<List all people in attendance. If not members of the Club, specify the person’s title or reason for attending>

**2.1 Apologies**

The Chair made note of the following people in that expressed an apology to the Chair or any person in attendance for not being in attendance.

<List all people that apologized for not attending >

**3.0 Minutes of Previous AGM**

The Chair asked all in attendance to review and accept the Minutes of the Previous AGM for the <Name of the Club>.

<Note any questions or queries asked by the attendees - and provide subsequent responses>

Following a show of hands of those in attendance at last years AGM, <n> were in favour and <n> were against accepting the Minutes as being true and accurate.

**4.0 President’s Report (Annual Report)**

The Chair presented the President’s Report and asked all in attendance to accept the President’s Report for the <Name of the Club>.

<Note any questions or queries asked by the attendees - and provide subsequent responses>

Following a show of hands of those in attendance, <n> were in favour and <n> were against endorsing the President’s Report. The President’s Report is adopted.

**5.0 Treasurer’s Report (part of the Annual Report)**

The Treasurer presented the Financial Report and asked all in attendance to accept the Financial Report for the <Name of the Club>.

<Note any questions or queries asked by the attendees - and provide subsequent responses>

Following a show of hands of those in attendance, <n> were in favour and <n> were against endorsing the Financial Report. The Financial Report is adopted.

**6.0 Election of Committee Members**

The Chair asked all in attendance to review and accept the nominations for Committee Members for the <Name of the Club>.

<Note any questions or queries asked by the attendees - and provide subsequent responses>

Following a show of hands of those in attendance, <n> were in favour and <n> were against endorsing the <Name of President> as President. <Name of President> is elected as President.

Following a show of hands of those in attendance, <n> were in favour and <n> were against endorsing the <Name of Secretary> as Secretary. <Name of Secretary > is elected as Secretary.

Following a show of hands of those in attendance, <n> were in favour and <n> were against endorsing the <Name of Treasurer> as Treasurer. <Name of Treasurer > is elected as Treasurer.

Following a show of hands of those in attendance, <n> were in favour and <n> were against endorsing the <Name of General Committee Member> as a General Committee Member. <Name of General Committee Member > is elected as a General Committee Member.

**7.0 General Business**

**7.1 Budget**

The Chair asked all in attendance to review and accept the Budget for the <Name of the Club>’s first year.

<Note any questions or queries asked by the attendees - and provide subsequent responses>

Following a show of hands of those in attendance, <n> were in favour and <n> were against endorsing the Club’s subsequent year budget. The budget is adopted.

**7.2 Calendar of Events**

The Chair asked all in attendance to review and accept the Calendar of Events for the <Name of the Club>’s following year.

<Note any questions or queries asked by the attendees - and provide subsequent responses>

Following a show of hands of those in attendance, <n> were in favour and <n> were against endorsing the Club’s subsequent year Calendar of Events. The Calendar of Events is adopted.

**7.3 Other**

<Note any other questions or queries asked by the attendees - and provide subsequent responses>

<Name of Chair> thanked everyone for attending and officially declared the meeting closed.

*Meeting closed: <time>*