**ANNUAL GENERAL MEETING MINUTES**

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| **Meeting Date:** |   |
| **Meeting Time:** |  |
| **Meeting Venue:** |  |
| **Attendees:** |   |
| **Apologies:** |   |

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| **1.** | **MEETING OPEN:** *(who opened the meeting and at what time)* |
| **2.** | **MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING:***MOTION: That the minutes of the previous meeting be accepted as a true and correct record of the meeting.**MOVED: SECONDED: VOTE:**\*President to sign off previous minutes* |
| **3.** | **BUSINESS ARISING FROM MINUTES OF PREVIOUS ANNUAL GENERAL MEETING:** |
| **4.** | **PRESIDENT’S REPORT:** *The president presents their report and the meeting votes to adopt the report. Written reports make this process easier.* |
| 1. That the president’s report be adopted.*MOVED: SECONDED: VOTE:* |
| **5.** | **TREASURER’S REPORT AND FINANCIAL STATEMENT:** *The treasurer presents their report, as well as the annual financial statement and audit [or verification] report. The meeting votes separately to adopt each.* |
| 1. That the treasurer’s report be adopted.*MOVED: SECONDED: VOTE:* |
| 2. That the annual financial statement and audit (*or verification)* report for the *XXXX* financial year be received and adopted.*MOVED: SECONDED: VOTE:* |
| **6.** | **SUBCOMMITTEE AND ANY OTHER REPORTS:** *Attach reports.* |
| **7.** | **ELECTION OF MANAGEMENT COMMITTEE:** *Usually Secretary and Treasurer – sometimes Vice-President as well – check constitution to determine what consists the Management Committee.**OFT rules state that Management Committee Members must be 18 or over.**OFT rules state that persons are ineligible for election to Management Committee if they have been convicted on indictment, imprisoned or are bankrupt.* |
| **8.** | **APPOINTMENT OF VOLUNTEERS TO FILL OTHER DESIGNATED POSITIONS:** *e.g. Canteen Co-ordinator, Coach Coordinator, Game Day Manager**This is not the place to appoint Match Review Committee, Disciplinary Review Committee and Judiciary Personnel – QRL rules state this is to be done at the first General Meeting after the AGM, or such later date as the League may determine.* |
| **9** | **APPOINTMENT OF AUDITOR OR ACCOUNTANT FOR THE *XXXX* FINANCIAL YEAR:***Your auditor or verifier cannot be:**• a member of your incorporated association’s management committee**• an employee of the incorporated association**• a business partner, employer or employee of a management committee member**• a spouse or dependant of any of the above.* |
| 1. That *[insert name]* be appointed as the association’s auditor or accountant for the *XXXX* financial year. |
| **10.** | **APPOINTMENT OF PATRON:** *If necessary.* |
| **11.** | **DETERMINATION OF FEES:** *If required by the association’s rules to be determined by members at a general meeting.* |
| **12.** | **ELECTION OF LIFE MEMBERS:***Check constitution to determine the process for election of Life Members.* |
| **13.** | **SPECIAL RESOLUTION[S]:** *Include the full wording of any proposed special resolutions, for which due notice has been given.****Good example:*** *That the association adopts its proposed new constitution as the rules of the association.****Poor example:*** *Adoption of new constitution.* |
| 1.  |
| **14.** | **MEETING CLOSE:** |