**AGM Agenda**

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| **Agenda**  Club Name | | Meeting number: Date:  Time: From: To:  Location: | |
| Item | | | Presented By |
| **Administrative** | | | |
| 1. Welcome, karakia | | | President/Chairperson |
| 2. Apologies | | | Secretary |
| 3. Review of minutes from previous annual general meeting | | | President/Chairperson |
| 4. Acceptance of minutes of previous annual general meeting | | | President/Chairperson |
| 5. President/Chairperson’s report | | | President/Chairperson |
| 6. Treasurer’s report | | | Treasurer |
| **Proposed resolutions** | | | |
| Proposed resolution | Moved by | | President/Chairperson |
| Proposed resolution | Moved by | |
| Proposed resolution | Moved by | |
| 7. Acceptance of financial statements | | | Treasurer |
| 8. Acceptance of annual report | | | President/Chairperson |
| 9. Appointment of and questions to the auditor | | | Treasurer |
| 10. Election of Executive committee | | | Returning officer |
| **Invited speakers** | | | |
| Success stories from guest speakers or branches of the organisation | | | Guest speakers |
| Meeting close | | | President/Chairperson |

**AGM minutes**

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| **Agenda**  Board of | | | Meeting number: Date:  Time: From: To:  Location: | | |
| Item | | | | | Passed/Not Passed |
| **Administrative** | | | | | |
| 1. Welcome/Karakia/Mihi Whakatau   Welcome given by  Mihi Whakatau given by  Karakia performed by | | | | | |
| 1. Apologies   Proposed resolution: That the received apologies for the [Current Year] annual general meeting be accepted. | | | | | |
| Apologies Moved: | | Apologies Seconded: | | | Passed/Not passed |
| 3. Review of minutes from previous annual general meeting | | | | | |
| 4. Matters Arising from Previous Minutes | | | | |  |
| 4a. | | Moved by: | | |  |
| 4b. | | Moved by: | | |  |
| 4c. | | Moved by: | | |  |
| 4. Acceptance of minutes of previous annual general meeting  Proposed resolution: That the minutes of the [PREVIOUS YEAR] annual general meeting be accepted. | | | | | |
| Previous Minutes accepted Moved: | | Previous Minutes accepted Seconded: | | | Passed/Not passed |
| 5. President/Chairperson’s report  Proposed resolution: That the President/Chairperson’s report tabled at the annual general meeting be accepted. | | | | | |
| Presidents Report accepted Moved: | | Presidents Report accepted Seconded: | | | Passed/Not passed |
| 6. Treasurer’s report  Proposed resolution: That the President/Chairperson’s report tabled at the annual general meeting be accepted. | | | | | |
| Treasurers Report accepted Moved: | | Treasurers Report accepted Seconded: | | | Passed/Not passed |
| 7. Acceptance of financial statements  Proposed resolution: That the financial statements tabled at the annual general meeting be accepted. | | | | | |
| Financial Statements accepted Moved: | | Financial Statements accepted Seconded: | | | Passed/Not passed |
| 10. Appointment of and questions to the auditor  Proposed resolution: That [auditor name] be appointed as [CLUB name]’s auditor for the next reporting period. | | | | | |
| Auditor appointment accepted Moved: | Auditor appointment accepted Seconded: | | | Passed/Not passed | |
| 9. Acceptance of annual report  Proposed resolution: That the annual report tabled at the annual general meeting be accepted. | | | | | |
| Annual Report accepted Moved: | Annual Report accepted Seconded: | | | Passed/Not passed | |
| **Election of Officers** | | | | | |
| Election of President | | | | | |
| Nominees of role of President: | | | | | |
| President Nominee accepted Moved: | President Nominee accepted Seconded: | | | Passed/Not passed | |
| Election of Secretary | | | | | |
| Nominees of role of Secretary: | | | | | |
| Secretary Nominee accepted Moved: | Secretary Nominee accepted Seconded: | | | Passed/Not passed | |
| Election of Treasurer | | | | | |
| Nominees of role of Treasurer: | | | | | |
| Treasurer Nominee accepted Moved: | Treasurer Nominee accepted Seconded: | | | Passed/Not passed | |
| Election of General Committee | | | | | |
| Nominees for general committee role: | | | | | |
| General committee Nominee(s) accepted Moved: | General committee Nominee(s) accepted Seconded: | | | Passed/Not passed | |
| **General Business** | | | | | |
| Proposed resolution 1 | |  | | | |
| Proposed resolution 1 Moved by: | | Proposed resolution 1 Seconded by: | | | Passed/Not passed |
| Proposed resolution 2 | |  | | | |
| Proposed resolution 2 Moved by: | | Proposed resolution 2 Seconded by: | | | Passed/Not passed |
| Proposed resolution 3 | |  | | | |
| Proposed resolution 3 Moved by: | | Proposed resolution 3 Seconded by: | | | Passed/Not passed |
| **Invited speakers** | | | | | |
| Success stories from guest speakers or branches of the club | | | | | Guest speakers |
| Meeting close | | | | | President/Chairperson |

**AGM Attendance sheet**

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| **AGM Attendance**  Club Name | Meeting number: Date:  Time: From: To:  Location: | |
| Name | Membership type | Student ID Number |
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