**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 byMihi Whakatau given byKarakia 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 meetingProposed 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 reportProposed 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 reportProposed 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 statementsProposed 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 reportProposed 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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