**{Insert COMMITTEE NAME}**

MINUTES OF **ANNUAL GENERAL** MEETING

HELD ON: {INSERT DATE}

**MEETING OPENED:** TIME

**PRESENT:** NAME (Chairperson), NAMES and NAME (Minute Taker) *(including first and last name)*

**APOLOGIES:** NAMES

Moved NAME, seconded NAME that the apologies be accepted.

**CARRIED**

**DECLARATIONS OF CONFLICT OF INTEREST:**

List the details of any conflicts of interest here.

**MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING:**

Moved **NAME**, seconded **NAME** that the minutes of the previous meeting, dated {**INSERT** **DATE}** be accepted.

**CARRIED**

Include Mover and Seconder for all items’ resolution and whether carried.

| **Item No.** | **Item** | **Action** |
| --- | --- | --- |
| **5** | **REPORT FROM THE CHAIRPERSON / PRESIDENT:** |  |
| **Item number (e.g. 5.1)** | Details of discussion. |  |
| **6** | **TREASURER REPORT** |  |
| **Item number** | Details of Discussion. |  |
| **7** | **NOMINATIONS FOR MEMBERSHIP FOR THE COMING YEAR**: |  |
| **Item number** | List the names of all people who have submitted a nomination to become a member of the Committee. |  |
| **8** | **VOTING:** |  |
| **Item number** | In the event of there being more than 12 nominations, include details of how voting was conducted (show of hands, ballot etc) and then list the names of the successful nominees. (Also complete the Members Register located in Manual or website) |  |
| **9** | **ELECTION OF OFFICE BEARERS:** |  |
| **Item number** | Include details regarding the nominations and voting for Office Bearers, listing the successful nominees and their position. |  |
| **10** | **SETTING OF DATES, TIMES AND LOCATION FOR MEETINGS FOR THE COMING YEAR:** |  |
|  | List the dates, times and location for all meetings for the coming year (including details for the next AGM). |  |

**MEETING CLOSED:** TIME

**NEXT MEETING**: TIME, DATE and LOCATION

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Chairperson Date