# ANNUAL GENERAL MEETING

*Parent Club name:* ………………………………………………………………………………………………

Date: ………/…………/…………….

Venue: ……………………………………………………………………………………………..

Present: ……………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

Apologies…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

## Meeting opened

President declared Meeting open at ……………………………… (Record the time).

## Previous minutes

Minutes of last Annual General Meeting

(Minutes are read, moved, seconded and accepted by vote. President signs minutes if they are correct. Note – The people who move and second the adoption of the minutes must have been present at the last annual meeting.)

Moved: ………………………………………………………………………………………………………………….

Seconded: ……………………………………………………………………………………………………………………………………………………………….

Carried: …………………………………………………………………………………………………..

## Annual Report – President

(Report is read, moved and seconded, accepted by vote.)

Moved: ………………………………………………………………………………………………………………….

Seconded: ……………………………………………………………………………………………………………………………………………………………….

Carried: …………………………………………………………………………………………………..

## Annual Finance Statement – Treasurer

(Treasurer reads and moves Statement for adoption, which is then seconded and accepted by vote.)

Moved: ………………………………………………………………………………………………………………….

Seconded: ……………………………………………………………………………………………………………………………………………………………….

Carried: …………………………………………………………………………………………………..

## Election of Office Bearers

(All offices are declared vacant and nominations called for. If the president is conducting the election and wishes to re-nominate as president, he/she must vacate the chair until this position is filled. If there is more than one nomination for any position, a secret ballot should be held.)

Nomination and election details on following pages.

## Nominations

### President

|  |  |  |
| --- | --- | --- |
| Name | Nominated by | Seconded by |
|  |  |  |
|  |  |  |
|  |  |  |

**Elected: …………………………………………………………………………………………………………………….**

### Vice-President

|  |  |  |
| --- | --- | --- |
| Name | Nominated by | Seconded by |
|  |  |  |
|  |  |  |
|  |  |  |

**Elected: …………………………………………………………………………………………………………………….**

### Secretary

|  |  |  |
| --- | --- | --- |
| Name | Nominated by | Seconded by |
|  |  |  |
|  |  |  |
|  |  |  |

**Elected: …………………………………………………………………………………………………………………….**

### Treasurer

|  |  |  |
| --- | --- | --- |
| Name | Nominated by | Seconded by |
|  |  |  |
|  |  |  |
|  |  |  |

### Other role: ……………………………………………………………………………

|  |  |  |
| --- | --- | --- |
| Name | Nominated by | Seconded by |
|  |  |  |
|  |  |  |
|  |  |  |

**Elected: …………………………………………………………………………………………………………………….**

## General Business

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

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## Meeting Closed

The President declares the Annual Meeting closed at ……………………….  
(Record the time.)