**………………………… CLUB Inc**

…………………………………Address

President: …………………………….. Secretary: ……………………………………….

**AGENDA PAPER** - **ANNUAL GENERAL MEETING**

**Date…………………. at Time…………………….7pm**

**Venue…………………………….**

**1. MEETING OPENING**

1.1 Attendance.

1.2 Apologies.

**2. MINUTES OF THE ……….(Year) ANNUAL GENERAL MEETING**

2.1 MOTION: That the Minutes of the ………… Annual General Meeting be endorsed as a true and accurate record

Moved…………………………Second………………………….. Carried

**3. BUSINESS ARISING FROM PREVIOUS MINUTES**

**4. REPORTS**

4.1 President’s Report

4.2 Treasurer’s Report

4.3 Other Reports as required

**5. NOTICES OF MOTION**

**6. ELECTION OF BOARD**

6.1 ……..(number) Board Members to be elected. The Board will then decide who will take on the role of President, Vice President and Secretary and …………..(dependent on what governing documents state)

**7. SETTING OF FEES FOR …………… YEAR**

**8. APPOINTMENT OF AUDITOR (if required)**

**9. APPOINTMENT OF PUBLIC OFFICER**

**10. DATE OF NEXT AGM**

**CLOSE OF MEETING**