**………………………… CLUB Inc**

…………………………………Address

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

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

**Date…………………. at Time…………………….7pm**

**Venue…………………………….**

**1. MEETING OPENING at …….(Time)**

1.1 Attendance.

1.2 Apologies.

**2. MINUTES OF THE PREVIOUS ……….(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 (as at end of financial year ie 30 April)

4.3 Other Reports as required

**5. NOTICES OF MOTION**

**6. ELECTION OF COMMITTEE**

6.1 ……..(number) Committee Members to be elected. …………..(dependent on what governing documents state)

Nominations for:

President

Nominated by…………………Seconded by…………… (taken to a vote if more than one nomination) The success nominee is…………………….. Carried

Vice President

Nominated by…………………Seconded by…………… (taken to a vote if more than one nomination) The success nominee is…………………….. Carried

Secretary

Nominated by…………………Seconded by…………… (taken to a vote if more than one nomination) The success nominee is…………………….. Carried

Treasurer

Nominated by…………………Seconded by…………… (taken to a vote if more than one nomination) The success nominee is…………………….. Carried

1st General Committee member

Nominated by…………………Seconded by…………… (taken to a vote if more than one nomination) The success nominee is…………………….. Carried

2nd General Committee member

Nominated by…………………Seconded by…………… (taken to a vote if more than one nomination) The success nominee is…………………….. Carried

3rd General Committee member

Nominated by…………………Seconded by…………… (taken to a vote if more than one nomination) The success nominee is…………………….. Carried

**7. SETTING OF FEES FOR …………… YEAR**

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

**9. APPOINTMENT OF NEW PUBLIC OFFICER (if required)**

**10. DATE OF NEXT AGM**

**CLOSE OF MEETING TIME**