

OUTLINE ANNUAL GENERAL MEETING AGENDA

The (name of club)

Annual General Meeting will be held at (place)

on (date) from (time)

- 1 Welcome and Introductions
- 2 Apologies for Absence
- 3 Minutes - to approve the minutes of the last AGM held on (date)
- 4 Matters arising
- 5 Reports for (year)
 - 5.1 Chairmans Report
 - 5.2 Treasurers Report
To receive a report on the current financial position
To make any decision regarding budgets, fees, expenses, payments etc
 - 5.3 Committee Report(s)
 - 5.4 Other
 - 6 Amendments to the Constitution recommended by the Committee
 - 7 Election of Officers
 - 7.1 President
 - 7.2 Chairman
 - 7.3 Vice Chairman
 - 7.4 Treasurer
 - 7.5 Secretary
 - 7.6 Child Welfare Officer
 - 7.6 Other (e.g. Captains, social, juniors)
 - 8 Nomination of representatives to other bodies (e.g. Local Sports Councils, Sports Action Groups)
 - 9 Any other relevant business notified to the Secretary in writing two weeks before the meeting