**AGM NOTICE AND AGENDA GUIDE**

**[CLUB NAME] CLUB NOTICE AND AGENDA OF ANNUAL GENERAL MEETING [20XX]**

The Annual General Meeting of [CLUB NAME] Club will be held on [DATE 20XX] at [LOCATION] starting at [TIME].

**AGENDA**

1. The chair opening remarks/Welcome
2. Apologies
   1. Apologies may be notified to the [POSITION] by email to [NAME] or by phoning [NUMBER]
3. Accept previous AGM minutes
   1. Minutes of the last AGM held on [DATE 20XX] are attached.
4. Matters arising from previous minutes
5. Presentation of Club Annual Report
   1. The (Club position) will report on developments during the year and matters for the future.
6. Presentation of financial statements
   1. The financial statements for the club for the fiscal year ended [DATE 20XX] is *attached / will be sent before the meeting (choose the one that applies*). The Club Treasurer will explain the financial position and answer questions from members.
7. Presentation of the proposed budget
   1. The Club Treasurer will present a draft budget for next year.
8. Election of Executive Committee Members
   1. *Outline the election procedure and reference the relevant part of the club constitution, here is* [*an election guide*](https://clubhandbook.anusra.com.au/how-to/executive-committee-election-guide)*:*
9. Confirmation of Bank Account Signatories
10. Motions to be put to the AGM
    1. *List any motions to be put to the AGM for consideration*
11. Constitutional Amendments
    1. *Outline any proposed changes to the constitution*
12. Any Other General Business
    1. *Outline any other general business to be discussed at the AGM*
13. Closing remarks