|  |  |
| --- | --- |
| Date |  |
| Attendees |  |
| Apologies |  |



|  |
| --- |
| Meeting Agenda |
| Apologies  Notes from last AGM  Chairperson’s report  Secretary’s report  Annual Accounts/ Treasurer Report  Elections (Chairperson / Vice-Chairperson / Secretary / Treasurer / Committee)  Any Other Business\*  **\*Mandatory**  *To delete rows from below highlight the entire row, right click and click ‘delete cells’*  *To add additional rows highlight an entire row, right click and select ‘insert row’* |

|  |  |  |
| --- | --- | --- |
| Action | Responsible | Timescale |
| **Apologies-**  **To include a list of any apologies from club members unable to attend meeting.** |  |  |
| **Notes from last AGM-**  **To include a review of all actionable points from previous meeting to review the status of these points.** |  |  |
| **Chairpersons Report–**    **To include a review of the year, performance of the club, factors that have affected the club throughout the year, key events, targets for upcoming season.** |  |  |
| **Secretary’s Report –**    **To Include a report on memberships/subscriptions, member/volunteer departures and vacancies, whole club administration matters.** |  |  |
| **Annual Accounts/Treasurer Report -**    **To include the clubs annual accounts verified by the clubs committee. Must include opening balance, income/expenditure and closing balance.** |  |  |
| **Elections –**  **Resignation of current club committee, record of votes for new club committee.**  **Confirmation of club committee for upcoming season.**  **List of any positions left vacant** |  |  |
| **Constitutional Changes –**  **Discussions and Votes on any constitutional changes** |  |  |
| **AOB** |  |  |

|  |  |
| --- | --- |
| Next Meeting Date & Time |  |