*INSERT CLUB LOGO HERE*

***CLUB NAME***

**ANNUAL GENERAL MEETING AGENDA**

***Date***

***Time  
Venue details***

1. Welcome and introductions
2. Apologies
3. Confirmation of Minutes of previous Annual General Meeting
4. Business arising from the Minutes of the previous AGM
5. Presentation of Annual Report
6. Adoption of Annual Report
7. Presentation of Financial Report
8. Adoption of Financial Report
9. Appointment of Auditors
10. Election of Office Bearers (Committee Members)
11. Vote of thanks to outgoing Office Bearers
12. Special resolutions (if any)
13. Close