AGM minutes template

Name of organisation

Annual General Meeting Minutes

# Date:Time:Place:

# Attendies:Appologies:

Use the table below to record the discussion, actions and resolutions of your meeting. The below template is an example only. Review your organisation’s governing document (eg Constitution) and make any changes to ensure you are meeting requirements.

| Item | Description  | Resolutions |
| --- | --- | --- |
| 1 | **Welcome, introductions and apologies** |  |
| 2 | **Review of actions from previous annual general meeting** |  |
| 3 | **Acceptance of minutes of previous annual general meeting**(*eg Proposed resolution: that the minutes of the [date] annual general meeting be accepted.)* | Moved:Seconded:Passed/Not passed |
| 4 | **President/Chair’s report** |  |
| 5 | **Acceptance of annual report**(*eg Proposed resolution: That the annual report tabled at the annual general meeting be accepted*) | Moved:Seconded:Passed/Not passed |
| 6 | **Treasurer’s report** |  |
| 7 | **Acceptance of financial statements**(*eg Proposed resolution: That the financial statements at the annual general meeting be accepted*) | Moved:Seconded:Passed/Not passed |
| 8 | **Appointment of an auditor**(*eg Proposed resolution: That the [auditor name] be appointed as auditor for the next reporting period*) | Moved:Seconded:Passed/Not passed |
| 9 | **Results of the general election**(*eg list any members appointed to or removed from the Executive Committee*) |  |
| 10 | **Meeting close** |  |