This form should be used to help structure your AGM. By the end of your AGM you should be able to complete this form. Once completed please return via email to Nuala, AUBSU Activities Coordinator by Friday 14th May 2021:

Attendees:

|  |  |  |
| --- | --- | --- |
|  | Name | Student Number |
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| REFLECTION: *The highs and lows of this year – what have you done? What worked well? What didn’t work well? How did you adapt to Covid? Will this impact how you run your club/soc next year?* |
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| Funding:  *NB: Please contact AUBSU Activities Coordinator prior to your AGM for up-to-date information* | | |
|  | Current Year | Next Year |
| Membership Fee: |  |  |
| Number of paid members: |  | N/A |
| What purchases have you made (including an estimation of money spent)? |  | (are there things you’ll need for next year?) |
| Incoming Funds (Not including Membership), such as fundraising, approved funding applications: |  | N/A |

ELECTIONS

* We have new guidance for online voting. Please follow this and record the outcome here:

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| Step 3: Election of committee positions | | |
| *[All members standing for any committee positions should be recorded]*  Captain/President  Name of winner: number of votes:  Names of other candidates: number of votes:  Treasurer  Name of winner: number of votes:  Names of other candidates: number of votes:  Secretary  Name of winner: number of votes:  Names of other candidates: number of votes: | | |
| Club/Society Committee:  *NB: please include student number* | | |
|  | Outgoing | Incoming |
| Captain/President: |  |  |
| Treasurer: |  |  |
| Secretary: |  |  |
| Additional (include Role): |  |  |

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| --- | --- |
| Space & Equipment:  *Any requests made after this time may result in delays.* | |
| Room Requirements  (Please give details: day, time, number of attendees, furniture, Room preferences) |  |
| Equipment (If it will be necessary to purchase new equipment please speak to Nuala to arrange this) |  |

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| The Year Ahead:  *General overview of your plans for the coming year (2021-2022) Think about & include any big projects/opportunities/trips that you plan to carry out in the year* | | |
| Autumn Term (Sept-Dec): | Spring Term (Jan-Mar): | Summer Term (Apr-May): |
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| Freshers:  *Freshers Fair will be held on [TBC] (usually the Monday before term stars)* | |
| Will your Club/Society be attending? |  |
| Will you need any equipment? |  |
| *NB: Tables will be shared amongst all Clubs/Societies with those who return this form on time getting priority spaces.* | |

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| AOB: Is there any other business that any member would like to bring up/discuss? |
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| For Office use only: | | |
| **APPROVAL** | | |
| **AUBSU President:** |  | **Date:** |
| **Activities Coordinator:** |  | **Date:** |