

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 to Nuala, AUBSU Activities Coordinator:

	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?*

FUNDING:		
<i>NB: PLEASE CONTACT AUBSU ACTIVITIES COORDINATOR PRIOR TO YOUR AGM FOR UP-TO-DATE INFORMATION</i>		
	CURRENT YEAR	NEXT YEAR
MEMBERSHIP FEE:		
NUMBER OF PAID MEMBERS:		
OUTGOING FUNDS:		
INCOMING FUNDS (NOT INCLUDING MEMBERSHIP):		

ELECTIONS

- SECRETARY CANDIDATES SPEAK (2 MINUTES ON WHY THEY SHOULD BE ELECTED)
- SECRET BALLOT (PROVIDE PEN AND PAPER)
- COUNT (BY 2 TRUSTED MEMBERS NOT GOING FOR A POSITION)
- ANNOUNCE WINNER
- REPEAT FOR TREASURER AND CAPTAIN/PRESIDENT

STEP 3: ELECTION OF COMMITTEE POSITIONS		
<i>[ALL MEMBERS STANDING FOR ANY COMMITTEE POSITIONS SHOULD BE RECORDED]</i>		
<p>CAPTAIN/PRESIDENT</p> <p style="margin-left: 40px;">NAME OF WINNER: <span style="float: right;">NUMBER OF VOTES:</span></p> <p style="margin-left: 40px;">NAMES OF OTHER CANDIDATES: <span style="float: right;">NUMBER OF VOTES:</span></p>		
<p>TREASURER</p> <p style="margin-left: 40px;">NAME OF WINNER: <span style="float: right;">NUMBER OF VOTES:</span></p> <p style="margin-left: 40px;">NAMES OF OTHER CANDIDATES: <span style="float: right;">NUMBER OF VOTES:</span></p>		
<p>SECRETARY</p> <p style="margin-left: 40px;">NAME OF WINNER: <span style="float: right;">NUMBER OF VOTES:</span></p> <p style="margin-left: 40px;">NAMES OF OTHER CANDIDATES: <span style="float: right;">NUMBER OF VOTES:</span></p>		
<p>CLUB/SOCIETY COMMITTEE:</p> <p><i>NB: PLEASE INCLUDE STUDENT NUMBER</i></p>		
	OUTGOING	INCOMING
CAPTAIN/PRESIDENT:		
TREASURER:		
SECRETARY:		
ADDITIONAL (INCLUDE ROLE):		

SPACE & EQUIPMENT: <i>NB: ALL REQUESTS HANDED IN ON TIME WILL BE PROCESSED AND DELIVERED FOR THE START OF FRESHERS. ANY REQUESTS MADE AFTER THIS TIME MAY RESULT IN DELAYS.</i>	
ROOM REQUIREMENTS (PLEASE GIVE DETAILS: DAY, TIME, NUMBER OF ATTENDEES, FURNITURE)	
EQUIPMENT (IF IT WILL BE NECESSARY TO PURCHASE NEW EQUIPMENT PLEASE ALSO SUBMIT A FUNDING REQUEST FORM)	

THE YEAR AHEAD: <i>GENERAL OVERVIEW OF YOUR PLANS FOR THE COMING YEAR (2020-2021) THINK ABOUT &amp; INCLUDE ANY BIG PROJECTS/OPPORTUNITIES/TRIPS THAT YOU PLAN TO CARRY OUT IN THE YEAR</i>		
AUTUMN TERM (SEPT-DEC):	SPRING TERM (JAN-MAR):	SUMMER TERM (APR-MAY):

FRESHERS: <i>FRESHERS FAIR WILL BE HELD ON MONDAY 21<sup>ST</sup> SEPTEMBER</i>	
WILL YOUR CLUB/SOCIETY BE ATTENDING?	
WILL YOU NEED ANY EQUIPMENT?	
<i>NB: TABLES WILL BE SHARED AMONGST ALL CLUBS/SOCIETIES WITH THOSE WHO RETURN THIS FORM ON TIME GETTING PRIORITY SPACES.</i>	

AOB: IS THERE ANY OTHER BUSINESS THAT ANY MEMBER WOULD LIKE TO BRING UP/DISCUSS?

FOR OFFICE USE ONLY:

<b>APPROVAL</b>		
<b>AUBSU President:</b>		<b>Date:</b>
<b>Activities Coordinator:</b>		<b>Date:</b>