Club & Societies

AGM Minutes Template

AGM for [Club/Society name]:

Date & Time:

Location:

Total number of members:

Total number of members in attendance:

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| Step 1: Welcome and introductions |
| *chair of meeting name and position:*   * Collection of attendance |

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| Step 2: reports of how the year has gone & membership reports |
| *[what was said and by whom?*  *]* |

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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: |

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| Step 4: Upcoming events |
| *[What’s planned for next year]* |

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| Step 5: Any other business (AOB) |
| *[What was said? Who said it?]* |