Club & Societies 2025

AGM Agenda Template

The AUBSU [Insert Club/Society name] AGM

Date & Time:

Location:

|  |
| --- |
| Step 1: Welcome and introductions |
| * Collect attendee info on attendance sheet
 |

|  |
| --- |
| Step 2: Written reports of committee positions & Finance reports |
| * Brief overview of year from committee
* Overview of money in and money out this year
* Questions and Answers from Current Committee
 |

|  |
| --- |
| Step 3: Election of committee positions |
|  * 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 4: Upcoming events |
| * Plans for the rest of the current year
* Plans for Freshers
 |

|  |
| --- |
| Step 5: Any other business (AOB) |
| * Did anyone have anything else to say?
 |