**This is a template only. Please use it to prepare a record of your own AGM. Do not submit this example in lieu of your own minutes.**

(Your club is expected to use this format to conduct and to write up the minutes of your Annual General Meeting)

(Edit) (Delete)

**Annual General Meeting Minutes Example**

**(Club name here)**

**Held on (date & time)**

**(location / Video conference platform)**

**1. Preamble**

Those present: (Full name) (Position)

(Full name) (Position)

(Full name) (Position)

(Full name) (Position)

(Full name) (Position)

Apologies: (Full name) (Position)

Observers: (Full name) (Position)

Proxies: (Full name) (Position)

*(A list of all those present should be compiled and included in this section, remember at least ten people must be present including the committee)*

**2. MINUTES OF THE PREVIOUS MEETING**

Minutes of the previous AGM (Previous minutes date here) were presented for acceptance

**MOTION 1- AGM/(current year)**

Moved by: (Initials or full name)

Seconded by: (Initials or full name)

CARRIED

*(For a motion to be carried, the majority of those present at the meeting must vote in favour of the motion.)*

**3. REPORTS**

*(The reports must be approx 150 words long and attached to the Agenda when it is distributed).*

**3.1 President’s report**

Appendix one

**MOTION 2- AGM/(current year)**

'That the President’seport for the (year - year) financial year be accepted'

Moved by: (Initials or full name)

Seconded by: (Initials or full name)

**CARRIED**

**3.2 Secretary's Report**

Appendix two

**MOTION 3- AGM/(current year)**

'That the Secretary’s Report for the (year - year) financial year be accepted'

Moved by: (Initials or full name)

Seconded by: (Initials or full name)

**CARRIED**

**3.3 Treasurer's Report**

Appendix three

**MOTION 4- AGM/(current year)**

'That the Treasurer’s Report for the (year - year) financial year be accepted'

Moved by: (Initials or full name)

Seconded by: (Initials or full name)

**CARRIED**

**4. ELECTIONS**

**4.1 RETURNING OFFICER**

Nominations: (Full name)

Nominated by: (Full name)

Seconded: (Full name)

Elise Redmond was elected by a majority vote as Returning Officer.

The Returning Officer took the chair and declared all committee positions vacant.

*(The Returning Officer for the Elections must not be applying for a position on next year’s committee. A MONSU staff member/student representative can help serve as a Returning Officer if you need some assistance.)*

**4.2 President**

Nominations: (Full name)

Nominated by: (Full name)

Seconded: (Full name)

Nominations: (Full name)

Nominated by: (Full name)

Seconded: (Full name)

Each nominee had the opportunity to speak to the club members.

A secret ballot was conducted.

*(Full name of successful candidate) was elected as President.*

**4.3 Vice President**

Nominations: (Full name)

Nominated by: (Full name)

Seconded: (Full name)

*(Full name) was elected unopposed as Vice President*

**4.4 Treasurer**

Nominations: (Full name)

Nominated by: (Full name)

Seconded: (Full name)

*(Full name) was elected unopposed as Treasurer*

**4.5 Secretary**

Nominations: (Full name)

Nominated by: (Full name)

Seconded: (Full name)

*(Full name) was elected unopposed as Secretary*

**4.6 Social media officer**

Nominations nil at this time.

*Position will stay open at this stage.*

**4.7 General representatives**

Nominations nil at this time.

*Position will stay open at this stage.*

**4.8 Public officer**

Nominations: Elise Redmond (Operations Manager)

*Elise Redmond (Operations Manager) was elected unopposed as Secretary*

*(The Public Officer is not an office bearer of the club, rather acts merely as a contact point between the club and the Government, and once a year confirms the club’s annual statement. Usually, Operations Manager takes on the role as Public Officer, subject to them being a resident of Victoria.)*

**(Full name, often new president) was invited to take the chair for the remainder of the meeting.**

**5. OTHER BUSINESS**

* 1. **Handovers**

Handovers are to be conducted by all current committee members with their replacement position. A 1 page handover document will be made by all (current year) committee members and shared with the upcoming committee member and the MONSU Desk

* 1. **Annual Fees**

**MOTION 5- AGM/(current year)**

‘That (club name) pay annual fees of $50.40 to Consumer Affairs Victoria’

Moved: (Full name)

Seconded: (Full name)

**CARRIED**

*(Annual Fees only apply for Incorporated Clubs)*

**Meeting adjourned at (time).**

**COMMITTEE REPORTS**

**Appendix 1**

**President's report**

(Add president report here)

Vice president can assist with this report or can be done separately.

Sentence suggestions:

* Many important decisions were made by the committee during the course of this year such as:
  + (List here)
* This year (club name) ran events including:
  + (List here)
* Our sponsors where x,y,z and

(Full Name)

(Date)

**Appendix 2**

**Secretary’s Report**

(Add Secretary's report here)

Sentence suggestions:

* (Club name) had (x) members sign up this year which was a (growth / decrease) of (x) members compared to last year.
* The committee held (x) meetings throughout this year.
* At the end of the financial year we had (x) committee members
  + (Full name) (Position)
  + Mention any changes in the committee

(Full Name)

(Date)

**Appendix 3**

**Treasurer’s Report**

(Add Treasurer’s report here)

Sentence suggestions:

* From July (previous year) to June (current year), (club name) has had a total income of ($x.x) and total expense of ($x.x) . With the net (profit/loss) being ($x.x)
* Since June (current year) the club balance has changed due to x,y,z and now the balance sits at a total of ($x.x)
* Our income this year has been from different sources such as (Include sources here, example MONSU, event sales, sponsorships etc)

(Full Name)

(Date)

**Tip:**

If you don't have anything prewritten/only have dot points, open your minutes document in drive and use voice to text on your phone which will automatically add it in then you can just quickly edit and make mistakes.