[Sample AGM Minutes Template]

Minutes of a Meeting of Members of [**Association Name**]

held on [**Date**], at the [**Location**] commenced at [**Time**]

The Chair welcomed the members present at the **[20XX]** Annual General Meeting of [**Association Name**]. The quorum being present, the Chair, [**name**], declared the meeting open.

**ATTENDANCE**

**Present:**

*For relatively small meetings the names can be included in the minutes. For larger meetings, minutes can make reference to the attendance register.*

**Apologies:**

*List the names of members who sent in formal apologies that they could not attend.*

**In attendance:** [*other attendees at the meeting, who are not members of the Association, such as auditors and officers by invitation*]

The chair outlined the technology and procedural matters for the meeting. The following items of business contained in the Notice convening the AGM were then taken up for consideration:

1. **Minutes of previous AGM** – tabled to the meeting.

The minutes of the [**Association name**] meeting of members held on [**date**], being in order, were signed by the chair and are tabled for the information of members.

*Discussion Arising*

1. **President’s Report**
2. The President presented a written report
3. The President thanked the Executives for the time and effort put in over the past year.

*Discussion Arising*

1. **Treasurer’s Report / Financial Statements**

The Treasurer tabled the financial statements for the year ended **[DD Month YYYY]**

*Discussion Arising*

1. **Election of Directors / Office Bearers**

The chair announced the results of the election of Directors held earlier through direct voting. The following resolution was passed by the members:

“**RESOLVED THAT** approval of the Members be accorded for appointment of following directors / office bearers until …..in terms of clause **[XX]** of the Constitution:

1.

2.

3.

4.

1. **Special Business [subject of Agenda eg changes in the constitution]**

Brief explanation for the agenda.

The following resolution was passed by special majority of the members with / without amendment:

“**RESOLVED THAT** the Constitution of the Association be modified by…# .”

Moved: # Seconded: # Carried

The Chair invited members for discussion on the matters stated in the AGM notice.

There being no further business, the Chair declared the meeting closed at [**time**].

**[signature]**

**[NAME OF THE CHAIR]**

**[CHAIR]**