**AGM AGENDA TEMPLATE:** Please add items as you wish and edit the red text only.

**CLUB NAME**

**Annual General Meeting Agenda**

**To be held at 2pm on Thursday 23rd August 2018 in 410:428.**

1. Acknowledgement of the Traditional Owners:

*“We wish to acknowledge the traditional custodians of the land we are meeting on, the Whadjuk people. We wish to acknowledge and respect their continuing culture and the contribution they make to the life of this university, city and this region”*

1. Attendance:
   1. Ordinary members present;
   2. Other staff or associate members present;
   3. Others present
2. Disclosure of any potential or perceived conflicts of interest
3. Minutes of the previous AGM
4. Matters Arising from the Minutes
5. Reports from the outgoing committee:

6.1 President report

6.2 Secretary’s report

6.3 Treasurers report & financial statement

7. Elections for 2019 committee:  
 7.1 Returning officer (for AGM only)  
 7.2 President  
 7.3 Vice President (optional)  
 7.4 Secretary  
 7.5 Treasurer  
 7.6 Other committee members (optional)

8. Other Business

9. Handover meeting