

**NAME**  
**MINUTES OF ANNUAL GENERAL MEETING**

*Held at # Venue*  
*# Date*

**PRESENT:**           Members:    xx

**IN ATTENDANCE:**                    xx

**1. Proxies**

No proxies were required.

**2. Election of Chairperson for the AGM**

XX was elected as chair of the meeting.

**3. Motions**

It is resolved that:

- a) the Minutes of the AGM held on # date previous AGM be confirmed.
- b) the Financial Statements of #Association and the Auditor's Report for the financial year ended 201x were received and noted.
- c) that xx be appointed as committee member of #Association until the Annual General Meeting in respect of the financial year ending 201x.
- d) that the #Auditor be appointed as the Auditor of #Association for the financial year ending 201x.

**4. Briefing by Chairperson**

The report by the Chairperson of the Club on the performance of #club for the xx financial year was noted.

**5. Other Business**

Nil

**6. Close**

As there was no other business, the meeting closed at xx am/pm.

Appendix C

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**President**

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**Treasurer**