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## TEMPLATE NO 11: FORMAT OF ANNUAL GENERAL MEETING

### THE ANNUAL GENERAL MEETING OF [Name of Organisation] on [date] At [place]

**Attendance** [numbers recorded and names if necessary]  
**Welcome**  
**Apologies**

#### **AGM Business:**

##### **Minutes of 2005 AGM:**

Moved: [name]  
Seconded: [name]

##### **Chairpersons Report:**

Moved: [name of Chairperson]  
Seconded: [name]

##### **CEO/Manager's Report**

Moved: [name of CEO]  
Seconded: [name]

##### **Financial Statements:**

Moved: [name of Treasurer]  
Seconded: [name]

##### **Appointment of an Auditor:**

Moved: [name of Treasurer]  
Seconded: [name]

##### **Nomination for Board/Committee Executive: [names]**

Moved: [name]  
Seconded: [name]

##### **The following members will remain on the Executive Committee: [List names]**

Moved: [name]  
Seconded: [name]

##### **Notices of Motion/Remits [details of motion/remit]**

Moved: [name]  
Seconded: [name]

##### **General Business:**

**Meeting closed at [time]**