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## TEMPLATE NO 12: MINUTES OF ANNUAL GENERAL MEETING

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

**Attendance:** [list numbers and names if necessary]

**Welcome:**

**Apologies:** [list names of people or organisations who have apologized]

**AGM Business:**

**Minutes of the [number] AGM:**

The minutes of the [year] annual general meeting were approved [OR If there are and changes these are noted]

Moved: [name]

Seconded: [name]

**Chairpersons Report:** The Chairperson's report was read and accepted.

Moved: [name]

Seconded: [name]

**CEO/Manager's Report** This was read and accepted

Moved: [name]

Seconded: [name]

**Financial Statements:** The treasurer presented the annual [audited /unaudited] accounts which were accepted

Moved: [name]

Seconded: [name]

**Appointment of an Auditor:**

Moved: [moved]

Seconded: [name]

**Nomination for Board/Committee Executive:** [Names]

A [written /show of hands /ayes and nays] vote was taken and the following people were elected for the coming year

**Names**

It is hereby declared that the following people have been nominated to the {Board/executive/committee}

[list names]

Moved: [name]

Seconded: [name]

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

**Notices of Motions / Remits**

[*Motion 1 details*]

Moved: [name]

Seconded: [name]

**General Business:**

**Meeting closed at [time]**