# Agenda

## [Insert Name of Club] Annual General Meeting

### Time, Date & Venue

### Business

1. Opening of Meeting
2. Apologies
3. Confirmation of attendees voting rights
4. Confirmation of Minutes of previous Annual General Meeting
5. Presentation of Annual Report
   1. Adoption of Annual Report
6. Presentation of Financial Statements
   1. Adoption of Financial Statements
7. Board/Committee Elections
   1. Acknowledgement of retiring board/committee members
8. Special Business
   1. Notice/s of Motion
9. General business
10. Closure