# 

# [Name of Club/Society]

# Annual/Emergency General Meeting

## Date, Time, Location

## AGENDA

### Apologies for Absence

#### Create a list of those who have sent their apologies.

### Announcements

#### List any announcements.

### Data Protection Act

#### Noted and any objects should be taken into account.

### Minutes of the Last Meeting

#### Approved or a list of changes that are required.

### Agenda Items

#### A brief summary of any discussion had, making sure to note any decisions made.

### Officer Reports

#### Summary of report from the President or attach a copy if a written report.

#### Summary of report from the Treasurer or attach a copy if a written report.

#### Summary of reports from any other committee members.

### Ratification of the Constitution and any changes

#### Approved or not approved by a 2/3 majority.

### Election of Officers

#### President – Who stood, how many votes each candidate got and who was elected.

#### Treasurer – Who stood, how many votes each candidate got and who was elected.

#### Welfare Officer – Who stood, how many votes each candidate got and who was elected.

#### Other committee members – Who stood, how many votes each candidate got and who was elected.

#### Both the President and Treasurer agree they are available for training at the end of May.

### Any Other Business

#### Summary of discussions had.

|  |  |
| --- | --- |
| Chair | Secretary |
| President name: | Treasurer name: |
| President signature: | Treasurer signature: |