# 

# [Name of Club/Society]

# Annual/Emergency General Meeting

## Date, Time, Location

## AGENDA

### Apologies for Absence

#### To be forwarded to the Chair in advance of the meeting.

### Announcements

#### Points of information to be given to your club or society.

### Data Protection Act

#### Members who do not wish their names or initials to be published on the internet should inform the Secretary following the close of meeting.

### Minutes of the Last Meeting

#### To approve the minutes of the meeting.

### Agenda Items

### Officer Reports

#### To receive a report from the President

#### To receive a report from the Treasurer

#### To receive a report from any other committee members

### Ratification of the Constitution and any changes

### Election of Officers

#### President

#### Treasurer

#### Welfare Officer

#### Other committee members

### Any Other Business

#### To be handed to the Chair in advance of the meeting

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