## Annual General Meeting (AGM) Minutes [Name of Association] Incorporated

Date:	
Time:	
Place:	
Attendees:	
Apologies:	
Electronic Attendees:	
Proxies:	

Item	Description	
1	Welcome and introductions	
2	Apologies [insert apologies]	
3	Review of actions from previous annual general meeting	
	[insert any actions completed, any ongoing.]	
4	Acceptance of minutes of previous annual general meeting	
	Proposed resolution: That the minutes of the [insert year] annual general meeting be accepted.	
	Moved: Seconded:	
	Passed / Not Passed	
5	President/Chair's report	
6	Treasurer's report	
7	Questions to Committee [not information to be dealt with in general business]	
	[insert member input in a brief un-emotive dot point]	

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	Conflicts of interest [if any conflict is declared]		
8	Proposed resolution: That the conflict recorded in the register be accepted.		
	Moved:	Seconded:	
	Passed / Not Passed		
	Proposed Resolutions [eg. 0 membership fees for the year	Change of constitution – noting each change, , major expenditure]	
	Examples:		
	Proposed resolution: That the	[changes to the constitution] be accepted.	
9	Moved:	Seconded:	
9	Passed / Not Passed		
	Proposed resolution: That membership fee for the year [remain the same/increase to fees] be accepted.		
	Moved:	Seconded:	
	Passed / Not Passed		
	Acceptance of financial Sta	tement	
10	Proposed resolution: That the financial statements for the year ending [insert end of financial year] be accepted.		
	Moved:	Seconded:	
	Passed / Not Passed		
	Acceptance of annual repor	t	
11	Proposed resolution: That the financial year] be accepted.	annual report for the year ending [insert end of	
	Moved:	Seconded:	
	Passed / Not Passed		
12	Appointment of the auditor		
	Proposed resolution: That the auditor for next financial year [remain the same/ or insert alternative auditor] be accepted.		
	Moved:	Seconded:	
	Passed / Not Passed		
13	Election of Officers		

	[insert positions available, term, name of those nominating]		
	Moved: Seconded:		
	Passed / Not Passed		
14	General Business		
	[insert member input in a brief, dot point]		
15	Meeting closed [insert time]		
	Proposed AGM date for next year: [if known insert month/date]		

Minute taker:	
Signature and Date	
Chairperson/President name:	
Signature and Date:	

## **Attachments:**

- AGM Notice/Agenda
- the minutes of the last annual general meeting.
- committee Reports
- the financial statement for the year ending [insert day month year].
- the annual report (if applicable).
- supporting documents for any special resolutions (if applicable).

This template is an example only. Check your constitution and any legislation that applies to find out whether you need to make any changes to this template before using it.