

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

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.