

Formation Meeting Agenda

[Name of Association] Incorporated

Dear member,

This is to advise you of the upcoming Formation Meeting Meeting of the members of [Insert proposed association name]. The details of this meeting are as follows:

Date:	
Time:	
Place:	

Attached includes:

- Constitution

At this meeting the following positions are up for election:

- President/Chairperson
- Vice President/ Vice Chairperson
- Secretary
- Treasurer
- Public Officer

Reminder regarding proxy forms:

[Insert any conditions imposed in the constitution]

Voting:

[Insert an eligibility to vote; i.e. financial member, full member, over 18 years]

Electronic meeting information:

[If applicable]

Agenda

Item	Description	Responsible
1	Welcome and introductions	President/Chairperson – A person nominated from the membership
2	Apologies	

3	Resolution to determine name of association <i>[Proposed resolution: That the proposed name of the association is [insert name].</i>	
4	Resolution to become incorporated <i>Proposed resolution: That the association, [insert name] becomes incorporated.</i>	
5	Resolution to adopt the constitution <i>Proposed resolution: That the constitution presented to the member is accepted.</i>	
6	Election of Officers [insert positions available, term, name of those nominating or take nominations from the floor]	
7	Appointment of Public Officer	
8	Resolution authorising public officer to lodge the application to become incorporated <i>Proposed resolution: That public officer is authorised to lodge the application to become incorporated.</i>	
10	General business	
11	Meeting closed [insert time]	

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.