**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** [*Proposed resolution: That the proposed name of the association is [insert name].*  |  |
| 4 | **Resolution to become incorporated***Proposed resolution: That the association,* [insert name] *becomes incorporated.* |  |
| 5 | **Resolution to adopt the constitution***Proposed resolution: That the constitution presented to the member is accepted.* |  |
| 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***Proposed resolution: That public officer is authorised to lodge the application to become incorporated.* |  |
| 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.*