|  |  |
| --- | --- |
| **A black and white sign  Description automatically generated with low confidence** | **Club/Society Name***(Orange writing is only to guide you in adding relevant details/actions (please remove this)* **ANNUAL GENERAL MEETING AGENDA** |

For the Annual General Meeting to be held ondate at meeting venueat time

SECTION 1 – INTRODUCTORY ITEMS

* 1. **ACKNOWLEDGEMENT OF COUNTRY**

We pay our respects to elders’ past and present, to the many Aboriginal people that did not make elder status, and to the Tasmanian Aboriginal community that continue to care for Country. We recognise a history of truth which acknowledges the impacts of invasion and colonisation upon Aboriginal people resulting in the genocide and forcible removal from their lands. Our Islands are deeply unique, with spectacular landscapes with our cities and towns surrounded by bushland, wilderness, mountain ranges and beaches. We stand for a future that profoundly respects and acknowledges Aboriginal perspectives, culture, language, and history; and a continued effort to fight for Aboriginal justice and rights paving the way for a strong future

* 1. **PRESENT**

1.3 **APOLOGIES**

1.4 **ABSENT**

1.5 **OBSERVERS**

SECTION 2 – MINUTES AND MATTERS ARISING

2.1 **AMENDMENTS**

2.2 **MINUTES**

**MOTION** **Moved:** **Seconded:** that the following minutes are accepted as a true and accurate record of that meeting.

 Annual General Meeting Minutes add date of previous AGM minutes **APPENDIX A**

(attach a copy of the **previous** AGM minutes to agenda as Appendix A)

2.3 **MATTERS ARISING**

SECTION 3 – CORRESPONDENCE

3.1 **INWARD CORRESPONDENCE** **APPENDIX B**

3.2 **OUTWARD CORRESPONDENCE APPENDIX C**

(List & attach any received/sent correspondence to agenda relating to AGM (add name of sender, date, brief heading if applicable). *Remove APPENDIX if there are no attachments & update lettering (this applies to whole document)*

SECTION 4 – MATTERS FOR NOTING

(It’s good practice to submit written reports instead of giving verbal reports as they can be read prior to the meeting - saves time)

4.1 **PRESIDENT’S REPORT APPENDIX D**

*(attach copy of President’s report to the agenda)*

4.2 **TREASURER’S REPORT APPENDIX E**

*(attach copy of Treasurer’s report & annual financial statements to the agenda)* start date to end date

4.3 **SUBCOMITTEE**) **AND OTHER REPORTS (IF APPLICABLE)** **APPENDIX F**

*(attach a copy of each report to the agenda if relevant add* position name - eg. Education Officer*)*

Receive the Reports

SECTION 5 – GENERAL BUSINESS

5.1 **ELECTION OF COMMITTEE MEMBERS**

Nominations are called for the following Executive Committee positions

President Nominated by: Seconded by:

Treasurer Nominated by: Seconded by:

Secretary Nominated by: Seconded by:

Other role Nominated by: Seconded by:

Other role Nominated by: Seconded by:

Other role Nominated by: Seconded by:

**MOTION** **Moved:** **Seconded:** that the above nominees are elected as the Executive office bearers

5.2 **BANK SIGNATORIES**

**MOTION** **Moved:** **Seconded:** that elected executives name and name and name are endorsed as the new bank signatories for the club/society name

5.3 **CONSTITUTIONAL AMENDMENTS** (if applicable) **APPENDIX G**

*Any proposed changes to the constitution must be provided to the secretary a couple of weeks before the meeting agenda is to be circulated so that written notice of the proposed changes can be provided to members. Attach constitution as Appendix showing the tracked proposed changes.*

**MOTION Moved: Seconded:** that the club/society adopts the proposed changes to its constitution as per Appendix G

5.4 **MEMBERSHIP FEES**

The annual payable membership fee by members of the club/society is the following amount:

**(a)** $ forUTAS Student members

**(b)** $ for Associate members

**MOTION Moved: Seconded:** that the membership fees for year be set as above.

5.5 **COMMITTEE HANDOVER**

*Outgoing committee to handover all important documents (digital and hard copy), club property and contact lists, TUSA website - Club/Societies portal, details to incoming committee. Outgoing committee**to grant admin access to the club/society’s social media pages, cloud data storage, updating ABN, financial management information, asset register and any relevant tools used by the club/society and arrange a time and date to changeover bank account access. As well as general discussion on club/society traditions, provide advice on what went well during the year and what could be improved.*

SECTION 6 – OTHER BUSINESS

**Meeting closed**:

**Date of next meeting:**

:

***NOTE:*** *The AGM is a formal meeting that usually runs for up to 1 hour, subject to the use of a set agenda, good preparation by members and deferring operational and general business discussions to a separate meeting. Meetings require a commitment of time by attendees, so every effort should be made to make the best use of that valuable time.*

*Use this AGM Agenda Template in conjunction with the AGM Minute Keeping Template.*

*This document is a general guide and should be used in conjunction with your constitution’s rules, bylaws, and reasonable judgement.*

*Refer to your constitution to ensure you are aware of your meeting quorum.*