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| --- | --- |
| **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)*  **GENERAL MEETING AGENDA** |

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

SECTION 1 – INTRODUCTORY ITEMS

* 1. **ACKNOWLEDGMENT 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

General Meeting Minutes add date of **previous** General Meeting minutes

**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 GM (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 DISCUSSION

(This is where events, initiatives, capital purchases, fundraising, grant applications and any other relevant matters can be brought to the attention of the committee and discussed).

4.1 **MATTER 1** **APPENDIX D**

List main points of discussion

4.2 **MATTER 2** **APPENDIX E**

List main points of discussion

4.3 **MATTER 3 APPENDIX F**

List main points of discussion

*(Attach any relevant documents as appendices, otherwise remove APPENDIX if there are no attachments & update lettering (this applies to whole document)*

SECTION 5 – 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)

5.1 **PRESIDENT’S REPORT**  **APPENDIX G**

(Attach report (note if to be given verbal)

5.2 **TREASURER’S REPORT** **APPENDIX H**

(Attach report (note if to be given verbal)

5.3 **SUBCOMITTEE AND OTHER REPORTS (IF APPLICABLE) APPENDIX I**

(Attach report(s) as appendices if received or note if to be given verbally, otherwise r*emove APPENDIX if there are no attachments & update lettering (this applies to whole document)*

SECTION 6 – OTHER BUSINESS

(This is the space for items that are not on the agenda. (These will need to be recorded for the minutes. It is good practice to get a list of all those wishing to speak and the topics they want to cover at the start of this section)

**Meeting closed**: (time the meeting finished)

**Date of next meeting**: (date and time of next meeting)