

Annual General Meeting - agenda

Replace the bracketed lines, delete what you do not need, and circulate with the officer reports attached.

Free template from SportsHQ (www.sportshq.app). Adapt freely; check your own constitution and governing body rules where flagged.

[Club name] | [Date, time] | [Venue or meeting link]

Before the meeting

- Notice sent to all members [your constitution's notice period] days ahead, with this agenda and any motions
- Officer reports and accounts circulated with the notice
- Quorum confirmed on the door: [number] members per the constitution
- Minutes of last AGM to hand, plus attendance sheet

Running order

- 1 Welcome, apologies for absence (5 min)
- 2 Minutes of the previous AGM: corrections and approval (5 min)
- 3 Matters arising not covered elsewhere (5 min)
- 4 Chair's report (10 min)
- 5 Treasurer's report and annual accounts: presentation and approval (15 min)
- 6 Appointment of independent examiner, where the constitution requires one (5 min)
- 7 Secretary's and section reports (10 min)
- 8 Membership subscriptions for the coming year: proposal and vote (10 min)
- 9 Election of officers and committee: chair, secretary, treasurer, then remaining posts (15 min)
- 10 Motions submitted with proper notice, each proposed, seconded, discussed and voted (time per motion)
- 11 Any other business, at the chair's discretion (10 min)
- 12 Date of next AGM and close

Election order tip

Elect the chair first. If a post is contested, take nominations, let each candidate speak briefly, vote by show of hands or ballot per your rules, and minute the count.