**[Name of Club/Society] Annual General Meeting**

**Date, Time, Location**

**Agenda**

1. **Apologies for absence**

XXXXX

1. **Announcements**

XXXX

1. **Agenda items**

XXXXX

1. **Election of committee members**
   1. President/Chair- Who stood, how many votes each candidate got and who was elected
   2. Finance Office/Treasurer- Who stood, how many votes each candidate got and who was elected
   3. Other committee members- who stood, how may votes each candidate got and who was elected.
2. **Any Other Business**

**Chair**

**President name:** [ADD NAME HERE]

**President signature:** [SIGN HERE]