

## OUTLINE ANNUAL GENERAL MEETING AGENDA

The (name of  
Club/Association)

Annual General Meeting will be held at  
(place)

on (date)

from  
(time)

1. Welcome and Introductions
2. Apologies for Absence
3. Minutes – to approve the Minutes of the last AGM on (date)
4. Matters arising
5. Reports for (year)
  - 5.1 Chairman's Report
  - 5.2 Treasurer's Report
  - 5.3 Secretary's report
  - 5.4 Committee Report(s)
6. Auditors  
To confirm that the Auditors be re-appointed for the year 2016
7. Election of Officers (as appropriate)
  - 7.1. President
  - 7.2. Chairman
  - 7.3. Vice Chairman
  - 7.4. Treasurer
  - 7.5. Secretary
  - 7.6. Other (e.g. Team Captains, Social Organiser )
8. Nomination of representatives to other bodies (CSSC National Council, National Sports Governing Body etc)
9. Date of next year AGM

10. Any other relevant business notified to the Secretary in writing two weeks before the meeting