# **AGM Notice Template**

**Club members must be given at least 14 days' notice of the meeting, via email.**

The notice must (at minimum) include the *time, date, location* and basic *agenda* for the meeting. You must also include details about the nomination procedure, and who gets to stand for election and vote.

The Agenda details what is going to happen at the meeting and should follow this order:

1. *Apologies*
2. *Acceptance of previous general meeting minutes*
3. *President’s Annual Report*
4. *Treasurer’s Annual Report*
5. *Constitutional Amendments (if any are proposed)*
6. *Election of Executive*
   1. Nominees
   2. Executives Elected
   3. Signatories Chosen
7. *General Business*
8. *Business without Notice*

Sample AGM Notice:

Hi all!

This email is to give you notice that the Annual General Meeting for UNSW XXX Club (UNSWXXX) will be held on Monday 10th September, 2021. The meeting will go from 1:00pm to approximately 1:30pm in Function Room 1, Roundhouse.

At this meeting we will receive the 2021 President's and Treasurer's reports, confirm our Club's constitution and hold elections for our new Executive team for the next 12 months, therefore it is very important that you attend. We will also be voting on an amendment to include a Vice President executive position in our constitution.

Attached is our previous (AGM/EGM) meeting minutes. Please have a read before the AGM so you can accept them at the meeting.

Reply to this e-mail by 8th of September if you:

* Would like to nominate yourself for a position, or
* Cannot attend the meeting and would like to nominate another member to be your proxy. If this is the case please fill out the attached proxy form and attach this to your e-mail.

All Club members will be able to vote.

Regards,

Tom Tall

**AGM Agenda**

Agenda: Annual General Meeting of UNSWXXX

1:00pm Monday 10th September 2021

Function Room 1, Roundhouse

Motions to accept:

1. Apologies
2. Acceptance of previous general meeting minutes
3. President's Annual Report
4. Treasurer’s Annual Report
5. Amendment to Club's Constitution (if any)
   1. Change to VP
6. Election of Executive
7. General Business
8. Ideas for events
9. Business without notice