

<b>AGENDA</b>
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**Insert Name of Club/Association ANNUAL GENERAL MEETING****Time, Date & Venue**

- Opening of Meeting
- Apologies
- Confirmation of Minutes of previous Annual General Meeting (propose & second)
- Presentation of Annual Report
- Adoption of Annual Report (propose & second)
- Presentation of Treasurer's statement
- Election of New Executive and appointment of Auditor
- Vote of thanks to outgoing Executive
- Determination of Annual Membership Fee
- Notice/s of Motion
- Urgent general business
- Closure