[Insert organisation name/logo]

Annual General Meeting (AGM)

Templates

Please ensure that your AGM documents comply with the legislation that is appropriate to your organisation.

The AGM templates included:

1. AGM letter of notice

2. AGM Agenda

3. Board nomination form

4. Board candidates profile

5. Board of directors meeting minutes

 [Insert organisation name/logo]

Annual General Meeting

[Insert year]

# 1. Letter of Notice

**[Insert date of letter]**

Dear **[insert name]**

Please accept this as formal notice of the **[insert meeting number e.g.35th, 36th etc]** Annual General Meeting of **[Insert organisation name].**

The meeting will be held at **[insert time]** on **[insert date],** at **[insert venue name and address].**

Please find **[Insert enclosed and/or attached as appropriate]** the following:

A draft AGM agenda

Minutes from the **[insert previous year] [Insert organisation name]** AGM

**[If relevant]** A Board nomination form

If members wish to place any additional items on the agenda, please contact **[insert organisation name]** **[Insert staff member responsible]** on **[insert contact details]** by **[insert date at least 21 days before the AGM]** with the details of the agenda item/s that you would like to include.

**[Insert organisation name]** Board and staff look forward to seeing you at the AGM. Please contact **[Insert staff member responsible]** on **[insert contact details]** if you have any queries.

Kind Regards,

**[insert CEO/Manager signature]**

**[Insert CEO/Manager name]**

CEO/Manager

[Insert organisation name/logo]

Annual General Meeting

[Insert year]

# 2. Agenda

1. Welcome
2. Welcome to Country ( if applicable)
3. Attendance and apologies
4. Confirmation of minutes of the previous AGM and any other General, Special or Extraordinary Meetings held
5. Presentation of the President’s report
6. Presentation of the CEO/Manager’s report and annual report
7. Presentation of the Treasurer’s report and audited financial statements
8. Appointment of auditor for **[Insert next financial year]**
9. Nomination and/or election of Board members
10. Resolutions made by the Board during the year.
11. **[Insert other agenda item]**
12. Other business
13. Close

[Insert organisation name/logo]

Annual General Meeting

[Insert year]

# 3. Board Nomination Form

**Nominee details**

Please insert the details of the person you would like to nominate to be part of the **[Insert organisation name]** board of directors.

|  |  |
| --- | --- |
| **Full name**  |  |
| **Address** |  |
| **Phone** |  | **Mobile** |  |
| **Email**  |  |
| **Please provide a brief summary about what skills and experience the nominee will bring to the [Insert organisation name] Board of directors.**  |
|  |
| **Consent provided by the nominee** |
| **Name of nominee** |  |
| **Signature** |  | **Date** |  |

**Nominator details**

As a current member of **[Insert organisation name],** please insert your contact details to validate the nomination.

|  |  |
| --- | --- |
| **Full name**  |  |
| **Address** |  |
| **Phone** |  | **Mobile** |  |
| **Email**  |  |
| **Signature**  |  | **Date** |  |

Nominations must be posted, faxed, emailed or hand-delivered to:

**[Insert organisation address and contact details]**

Before **[Insert closing date for nominations]**

 [Insert organisation name/logo]

Annual General Meeting

[Insert year]

# 4. Board Candidates Profile

|  |  |
| --- | --- |
| **Full name**  |  |
| **Occupation** |  |
| **Skills and experience of candidate**  |
|  |
| **Reasons for nomination** |
|  |

|  |  |
| --- | --- |
| **Full name**  |  |
| **Occupation** |  |
| **Skills and experience of candidate**  |
|  |
| **Reasons for nomination** |
|  |

**🖌Note**

This information will be distributed at the AGM. Please ensure that private information is not disclosed in this document\*

Please delete note before finalising this document.

[Insert organisation name/logo]

Annual General Meeting

[Insert year]

# 5. Board of Directors Meeting Minutes

**[Date]**

**[Time]**

**[Location]**

Attendees

1. **[Insert meeting attendees]**

Apologies

1. **[Insert meeting apologies]**

|  |  |  |
| --- | --- | --- |
| **No.** | **Discussion Item** | **Lead Action** |
| 1 | **[Insert discussion item from previous meeting]** | **[Insert responsible board member]** |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
| 10 |  |  |