** (Club Name) Annual General Meeting Minutes (Meeting Date)**

**Members Present:***(Note: all students wishing to nominate for a position must be present. If a nominee cannot attend the AGM, it will be up to the discretion of the VU Clubs Officer whether proxies are permitted).*

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| **Topic** | **Details** | **Person Responsible** |
| Apologies | E.g. who could not be present that should have been present. |  |
| President’s Report | Outline of the year’s events, activities and development. | President |
| Treasurer’s Report | Current financial statement presented, and overview of expenditure for the year.  | Treasurer |
| Election of President | Ask for nominees. Voting process to commence if more than one nominee. |  |
| Election of Vice President | Ask for nominees. Voting process to commence if more than one nominee. |  |
| Election of Secretary | Ask for nominees. Voting process to commence if more than one nominee. |  |
| Election of Treasurer | Ask for nominees. Voting process to commence if more than one nominee. |  |
| Election of any other positions, E.g. Events Officer | Ask for nominees. Voting process to commence if more than one nominee. |  |
| Elect card carriers for the Club bank account | Need at least two card carriers, President and Treasurer encouraged. | President |
| Date of next executive meeting |  | President |