**[Charity name]**

**Annual General Meeting**

**Minutes**

|  |  |
| --- | --- |
| **Date:** |  |
| **Time:** |  |
| **Place:** |  |

|  |  |
| --- | --- |
| **Attendees:** |  |
| **Apologies:** |  |
| **Proxies:** |  |

|  |  |
| --- | --- |
| **Item** | **Description** |
| 1 | Welcome and introductions |
| 2 | Apologies  |
| 3 | Review of actions from previous annual general meeting  |
| 4 | Acceptance of minutes of previous annual general meetingProposed resolution: That the minutes of the [reporting period] annual general meeting be accepted.  |
| **Moved:** |  | **Seconded:** |  |
| Passed/Not passed |
| 5 | President/Chairperson’s report |
| 6 | Treasurer’s report |
| 7 | Questions to directors  |
| 8 | Proposed resolutions |
| **Proposed resolution** | **Moved by** | **Passed** |
|  |  |  |
|  |  |  |
| 9 | Acceptance of financial statementsProposed resolution: That the financial statements tabled at the annual general meeting be accepted.  |
| **Moved:** |  | **Seconded:** |  |
| Passed/Not passed  |
| 10 | Acceptance of annual reportProposed resolution: That the annual report tabled at the annual general meeting be accepted.  |
| **Moved:** |  | **Seconded:** |  |
| Passed/Not passed |
| 11 | Appointment of an auditor Proposed resolution: That [auditor name] be appointed as [charity name]’s auditor for the next reporting period.  |
| **Moved:** |  | **Seconded:** |  |
| Passed/Not passed |
| 12 | Results of the general election:  |
| **Appointed as a director:** |  | **Removed as a director:**  |  |
| 13 | Meeting close |

|  |  |
| --- | --- |
| **Minute taker:** |  |

|  |  |
| --- | --- |
| **Signed:** |  |
| **Name:** |  |
| **Date:** |  |