**[Charity name]**

**Annual General Meeting**

**Minutes**

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

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

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| --- | --- | --- | --- | --- | --- | --- |
| **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 meeting  Proposed 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 statements  Proposed resolution: That the financial statements tabled at the annual general meeting be accepted. | | | | | |
| **Moved:** |  | **Seconded:** | |  | |
| Passed/Not passed | | | | | |
| 10 | Acceptance of annual report  Proposed 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 | | | | | |

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| **Minute taker:** |  |

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