Club & Societies

AGM Agenda Template

The AUBSU [Insert Club/Society name] AGM

Date & Time:

Location:

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| Step 1: Welcome and introductions |
| * Collect attendee info on attendance sheet |

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| Step 2: Written reports of committee positions & Finance reports |
| * Brief overview of year from committee * Overview of money in and money out this year |

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| Step 3: Election of committee positions |
| * Secretary candidates speak (2 minutes on why they should be elected) * Secret ballot (provide pen and paper) * Count (by 2 trusted members not going for a position) * Announce winner * Repeat for Treasurer and Captain/President |

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| Step 4: Upcoming events |
| * Plans for the rest of the current year * Plans for Freshers |

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| Step 5: Any other business (AOB) |
| * Did anyone have anything else to say? |