



Meetings

Meetings (for the Management Committee) should be held regularly and minutes should be kept to document the decisions made and progress of the club. A good meeting will ensure everyone has the information they require, understands the outcomes, and knows what they need to contribute to achieve these.

Minutes

The minutes often give an overview of the structure of the meeting, starting with a list of those present, a list of the various issues discussed, and any responses / decisions that are made.

A useful tip to help write the minutes is to record each meeting, save the electronic file and playback the meeting to ensure all important information is documented.

Click [here](#) to view a record of Boccia New Zealand's meetings.

What is an Annual General Meeting?

An Annual General Meeting (AGM) is a formal meeting held once a year. It is good practice for charitable organisations to have an AGM to review of the year and deal with issues such as the election of committee / board members and reviewing the annual accounts. Your constitution should include sections which deal with AGMs, and this gives guidance as to how the AGM should be run and what matters should be dealt with.

Running the AGM

The AGM is normally conducted by the President of the organisation. Minutes of the meeting should be taken by the Secretary. A typical AGM agenda will cover the following items:

Click [here](#) for a sample agenda template.

Welcome

The meeting is formally declared open by the President.

Apologies and proxies

Apologies and votes from individuals who have been unable to attend are read out and recorded.

Minutes of previous AGM

It is usual to place copies of the minutes, the annual accounts and any other papers, on the seats of those attending, if it has not been possible to send them out beforehand.

Click [here](#) for a sample minutes template.

Matters arising from the Minutes

Matters arising from the minutes should be taken in the order they appear. In some cases the President may ask that matters arising be dealt with during the course of the meeting. The minutes of the previous AGM should be formally adopted by a proposer and a seconder (members of the organisation), whose names should be recorded.

President's Annual Report

The annual report presented by the President to give an overview of the main achievements of the year. The President's report should be formally adopted by a proposer and a seconder (members of the organisation), whose names should be recorded.

Financial Report

The accounts are presented by the Treasurer. It is usual for copies of the accounts to be given to those attending. The Treasurer will highlight some of the figures in the accounts, explaining any that need explanation, and give a general overview of the financial position of the organisation. Again, the Financial report should be formally adopted by a proposer and a seconder (members of the organisation), whose names should be recorded.

Appointment of Auditor / Reviewer

The AGM shall elect or appoint an independent auditor / reviewer to examine all the records and accounts of the organisation for that year.

Membership Fees

The committee puts forth the proposed fees for the upcoming financial year for different classes of membership and explains reasons for any changes. The membership fees should be formally adopted by a proposer and a seconder (members of the organisations), who names should be recorded.

Resolutions for consideration

A Motion to be put to an AGM should usually be received by the organisation an agreed time before the AGM, so that it might be included with the papers sent out to those attending. Any proposed amendments to the constitution are also discussed at the AGM. These have usually been discussed by the present committee and the President may wish to take a few moments to explain why the committee believes that the change is needed. Amendments are often made to update the constitution in the light of new legislation or new circumstances. When the motion or amendment has been presented a vote will take place.

Election of Management Committee

Your constitution will provide guidance on the election of committee members, including the length of time they should serve and who is eligible to vote. Each individual wishing to stand needs to have a proposer and a seconder (members of the organisation).

Other business

An opportunity for those who are involved with, or interested in your organisation to have their say.

Closing

The meeting is formally brought to a close by the President.

Sample AGM Agenda

[Club] [Year] Annual General Meeting

Held on [day, date, month, year] at [time].
At the [venue, suburb, city / town].

1. Welcome
2. Apologies and Proxies
3. Minutes of the previous Annual General Meeting
 - Matters arising from previous Annual General Meeting
 - Confirmation of minutes from previous Annual General Meeting
4. President's Report
 - Adoption of President's Report
5. Financial Report
 - Adoption of Financial Report
6. Appointment of Reviewer
7. Membership Fees
 - Adoption of Membership Fees
8. Resolutions for Consideration
9. Appointment of Officers
10. Other Business
11. Closure

Sample Minutes

[Club] Minutes of the [Management Committee Meeting / Annual General Meeting]

Held on [day, date, month, year] at [time].

At the [venue, suburb, city / town].

1. Opening and welcome

[Name] welcomed all attendees.

2. Present

Those present were: [List].

3. Apologies

Apologies were received from: [List].

4. Approval of minutes from previous meeting

The minutes had been circulated prior to the meeting. It was moved '**that the minutes from the previous meeting held on [day, date, month] are a true and correct record**'. [Name] - Proposer / [Name - Seconder]...Carried

5. Matters arising from previous minutes

[List].

6. Meetings / Events

[List].

7. Correspondence

[List any important items relating to funding, events, etc.].

8. Membership

[List any applications were received to be approved].

9. Financial Report

[Outline current position and list any funding application resolutions].

10. General Business

[List items individually]

Brief description and final decision / action taken (include names of people who and who will be responsible for specific task).

It was discussed '**that the above items be acknowledged and the necessary follow-up action is to be taken.**'

There being no further business, the meeting closed at [Time].

Chairman

Date

Next meeting [List].