

<b>Club Name</b> <b>Annual General Meeting</b> Venue Date Time			
<b>Minutes</b>			
<b>1: Welcome and apologies</b> (by chair)			
<b>2: Attendees</b>			
<b>3. Overview of 20xx-20xx Season (Operating clubs only)</b>			
<b>4. Chair Report &amp; / or Secretary Report (Operating clubs only)</b>			
<b>5. Treasurer Report (Income, Expenditure &amp; Bank Balance) (Operating Clubs only)</b>			
<b>6. Overview of Committee Roles and Responsibilities</b>			
<b>7. Election of Office Bearers</b>			
<b>Chairperson/President</b>			
Nom:	Pro:	Sec:	
<b>Vice Chair</b>			
Nom:	Pro:	Sec:	
<b>Secretary</b>			
Nom:	Pro:	Sec:	
<b>Treasurer</b>			
Nom:	Pro:	Sec:	
<b>Designated Safeguarding Children Officer</b>			
Nom:	Pro:	Sec:	
<b>8. Election of other members to the committee</b>			
<b>9. Election of Head Coach and Proposed Assistant Coaches</b>			
<b>Head Coach</b>			
Nom:	Pro:	Sec:	
<b>Assistant Coaches</b>			
<b>10. Club Name Agreement (new clubs only)</b>			
Pro:	Sec:	All in favour:	
<b>11: Review and Adopt Constitution</b>			
Pro:	Sec:	All in Favour:	
<b>12: Review and adopt Child Safeguarding Policy</b>			
Pro:	Sec:	All in Favour:	
<b>13: Review and adopt Policies</b>			
Equity	Pro:	Sec:	All in Favour:
Mental Health	Pro:	Sec:	All in Favour:
Health & Safety	Pro:	Sec:	All in Favour:
Anti-bullying	Pro:	Sec:	All in Favour:

Volunteering	Pro:	Sec:	All in Favour:
<b>9: Agree Bank Account Set Up / Change of signatories on Bank Account</b>			
Which Bank, who will be signatories (Min 2, 3 best)			
Pro:	Sec:	All in Favour:	
<b>10: Any Other Business (examples)</b>			
<ul style="list-style-type: none"> <li>a) Facility / premises</li> <li>b) Access NI Disclosures – Are they up to date for everyone who has regular access to children within the club</li> <li>c) Formation of a Fundraising Committee</li> <li>d) Current Financial Situation (new clubs only)</li> <li>e) Club Logo and Colours (new clubs only)</li> </ul>			
<b>11. Meeting Closure</b>			