**XX Landcare Group**

**Minutes of Annual General Meeting**

**Held (insert date & time)**

**At (insert venue )**

**Chairs Welcome:**

**Attendees:**

**Apologies:**

**Minutes of previous AGM**

Discussion:

Motion: That the Minutes of the 20xx AGM be adopted

Moved:

Seconded:

Passed:

**Any matters arising from previous minutes:**

**President’s Report**

Motion: That the President’s report be accepted.

Moved:

Seconded:

Passed:

**Treasurer’s Report**

Motion: That the financial reports for the year ending 30 June 20XX be accepted.

Moved:

Seconded:

Passed:

**Any other Reports (optional)**

**Acknowledgements of Committee’s Work**

**Election of New Committee**

XX [Insert Name] chaired the election of the new Committee, declaring all positions vacant and calling for nominations from the floor.

**President:** Nominee/s:

 Nominated by ……………………………………., seconded by

 Helen accepted the nomination

 Any other nominations?

**Vice President:** Nominee/s:

 Nominated by ………………………………………., seconded by

 ……………………accepted the nomination

**Treasurer:** Nominee/s:

 Nominated by ……………………………………….., seconded by

 …………….. accepted the nomination

 Any other nominations?

**Secretary:** Nominee/s:

 Nominated by …………………………………………, seconded by

 ……………………… accepted the nomination

**Ordinary member: ………………………………………………………………….**

 Nominated by …………………………………. Seconded by

 …………………… accepted the nomination

**Ordinary member: ………………………………………………………………………**

 Nominated by ………………………………… Seconded by

……………………….. accepted the nomination

(add more if necessary)

**Other Positions (optional)**

**Roles: e.g. Assistants, Grant writer, Publicity, Project Officer, Property Visits:**

Nominations:

 Nominated by ……………………. Seconded by

 ……………………….. accepted the nomination

**Other Business**

**Membership fees (if discussed)**

Motion: That the membership fee remains at (or increases to) $XX per annum.

Moved:

Seconded:

Passed:

**Actions from this meeting:**

**Date of Next AGM:**

**AGM Closed at:**

**Fun Part: e.g. Guest Speaker, Dinner, BBQ**