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| **Inaugural General Meeting** **(IGM) Agenda Template** |

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| **Meeting title:** | [CLUB NAME] Inaugural General Meeting | |
| **Meeting time and date:** | **Time:** | **Date:** |
| **Meeting venue:** |  | |
| **Attendees:** |  | |
| **Apologies (if any):** |  | |

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| **1.** | **Open Meeting** |
| **2.** | **Attendance and Apologies** |
| **3.** | **Welcome and Introduction** |
| **4.** | **Presentation of Proposed Constitution**   * *View the Proposed Constitution: [Enter Link]* |
| **5.** | **Motion to accept the Proposed Constitution** |
| **6.** | **Motion to affiliate with the QUT Student Guild** |
| **7.** | **Election of the Executive Committee**   * *Read the Position Descriptions: [Enter Link]* * *Nominate for an Executive Committee Position: [Enter link]* * *How to vote at the meeting: [Enter Link]* |
| **8.** | **Assign two Bank Signatories** |
| **9.** | **General Business** |
| **10.** | **Close Meeting** |

***NOTE:*** *The IGM is a formal meeting that should run for up to 1 hour, subject to the use of a set agenda, good preparation by members and deferring operational and general business discussions to a separate meeting or forum. Meetings require a commitment of time by attendees, so every effort should be made to make the best use of that valuable time. Use this AGM Agenda Template in conjunction with the AGM Minute Keeping Template.*