Annual General Meeting Agenda

Club name: *Melbourne University Nursing Students’ Society*

**Annual General Meeting**

Date of meeting: ***Thursday, 17 August***

Advertised time: ***1630 - 1830***

Venue: *Alan Gilbert - 121/Theatre 3 & Online Via Zoom*

**Item 1 Attendance**

* 1. **Opening and Acknowledgement of Traditional Owners**
  2. **Attendance**
  3. **Apologies**

**Item 2 Adoption of the Agenda *(motion)***

**Item 3 Chairperson’s Welcome**

**Item 4 Constitution**

* 1. Distribution of club constitution

**Item 5 Reports**

* 1. President’s report
  2. Treasurer’s report
  3. Education Officer’s report

***(motion to accept reports ‘en bloc’)***

**Item 6 Elections**

* 1. Appointment/confirmation of Returning Officer ***(motion)***
  2. Outline of election procedure
  3. Nomination and election of each Constitutional committee position

**Item 7 Other Business**

* 1. Appointment of bank account signatories ***(motion including names and bank account number)***

**Item 8 Close**