

**SPORTS | SOCIETIES AGM Minutes**

THE STUDENTS’ UNION AT UWE [INSERT SPORT/SOCIETY] AGM

Date:

Location and Time:

Total numbers of members in Sport/Society:

Total numbers of members in Attendance:

*NB. In attendance must be 25% of members + 1*

1. **Welcome and Introductions**

*[Chair of Meeting name and position]*

* + **Distribution of sign in sheet**
1. **Written Reports of Committee Positions + Finance Report**

*[Delivered by?]*

 *[Matters Arising]*

1. **Elections of committee positions (online). Opportunity for those standing to present their manifesto. Online voting starts after AGM has taken place.**

***Mandatory positions***

**President**

*[Name of individual standing]*

*[Name of individual standing]*

*[Name of individual standing]*

**Vice President**

*[Name of individual standing]*

*[Name of individual standing]*

*[Name of individual standing]*

**Treasurer**

*[Name of individual standing]*

*[Name of individual standing]*

*[Name of individual standing]*

**Participation & Equality Officer**

*[Name of individual standing]*

*[Name of individual standing]*

*[Name of individual standing]*

**Equipment and Safety Officer**

(All Sports plus Aero, Airsoft, Bar School, Darts, DJ, Drama, Film, Good Food, Hub Radio, Live Music, Paintball, Poker, Pole Fitness, Quidditch, SAGUWE, Space Exploration and Video Gaming)

*[Name of individual standing]*

*[Name of individual standing]*

*[Name of individual standing]*

***Optional Positions***

**Events & Fundraising Officer***(formerly Social Secretary)*

*[Name of individual standing]*

*[Name of individual standing]*

*[Name of individual standing]*

**Media and Publicity Officer**

*[Name of individual standing]*

*[Name of individual standing]*

*[Name of individual standing]*

1. **Upcoming events**
2. **Any Other Business**
3. **Collection of sign in sheet**
4. **Online Voting Opens For Committee Positions (within 24 hours of AGM taking place)**