

**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**

*[All members standing for any committee position should be recorded]*

***Mandatory positions***

**President**

*[Name for position – Majority vote]*

*[Name for Position]*

**Vice President**

*[Name for position – Majority vote]*

*[Name for Position]*

**Treasurer**

*[Name for position – Majority vote]*

*[Name for Position]*

**Participation & Equality Officer**

*[Name for position – Majority vote]*

*[Name for Position]*

**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 for position – Majority vote]*

*[Name for Position]*

***Optional Positions***

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

*[Name for position – Majority vote]*

*[Name for Position]*

**Media and Publicity Officer**

*[Name for position – Majority vote]*

*[Name for Position]*

1. **Upcoming events**
2. **Newly elected committee to provide the Vice President with their contact details**

**The following information should be entered on The Students’ Union at UWE ‘How To’ section on the website:**

[**http://www.thestudentsunion.co.uk/opportunities/howto/elections-agms/committee\_details/**](http://www.thestudentsunion.co.uk/opportunities/howto/elections-agms/committee_details/)

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| --- | --- | --- | --- | --- |
| **Committee Position** | **Name** | **Phone Number** | **Email Address** | **Student ID** |
| **President** |  |  |  |  |
| **Vice President** |  |  |  |  |
| **Treasurer** |  |  |  |  |
| **Participation & Equality Officer** |  |  |  |  |
| **Equipment & Safety Officer** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Current FB/Email/Twitter accounts**
   * **FB -**
   * **Email -**
   * **Twitter -**
2. **Any Other Business** 
   * **Collection of sign in sheet**