



AFL EUROPE

INAUGURAL ANNUAL GENERAL MEETING (AGM) AGENDA TEMPLATE

The following page is an example agenda that is designed to be used at the inaugural annual general meeting for a new club to provide a guideline of what should be discussed, agreed on and what actions should be made.

Make sure that notes are taken for the meeting, saved, and then shared with each of the attendees.

The Agenda is to be used in line with the “How to Start an Australian Football Club” guide. Here, more information each of the points on the agenda can be found.

Off the back of the meeting, it is a good idea to create an action log to share with the attendees and those involved in the club, as this is a good way to keep track of what tasks need doing, who is responsible for which tasks and what has been completed.

**<INSERT CLUB/PLACE NAME>
INAUGURAL ANNUAL GENERAL MEETING (AGM)
AGENDA**

Date:
Attendees:

Apologies:

AGENDA

1	COMMITTEE CLUB & CONSTITUTION
1	Establish a Committee (<i>see Roles & Responsibilities Document</i>)
1.	Review and update Constitution (<i>see Constitution Template Document</i>)
1.	Decide on a club name, logo and colours
1	Agree on the culture of the club (how often will meetings be, how will the committee
1	Register Club
2	TRAINING & RECRUITMENT
2	Decide on training days and times
2	Training Ground
2.	Equipment
2.	Arrange a 'Come & Try' Session (<i>see How to Run an Australian Football Come & Try</i>
2	Recruitment Plan
3	FUNDING & FINANCE
3	Funding Applications
3	Discuss potential sponsors
3.	Discuss potential sponsor pubs
3	Contact Club in Australia
3	Membershin & Membershin Fees
3	Onening of a Club bank account
3.	Insurance
4	OTHER
4	Social Media Accounts
4.	GDPR/Data Protection
4.	Future possible events (games, tournaments, socials)
5	ANY OTHER BUSINESS
6	AGREEE ON NEXT MEETING DATE

Date of Next Meeting: