**Example of Ballot Paper**

(VILLAGE NAME RESIDENTS COMMITTEE) Election of Office Bearers (DATE OF ELECTION)

INSTRUCTIONS FOR COMPLETION OF BALLOT PAPER

1. PART A - For office bearer positions eg President, mark the ballot paper by placing

the number 1 or a tick or cross in the square opposite the name of your most preferred candidate.

1. PART B - For committee members, number the squares next to your preferred candidates in the order of your preference up to the number of vacancies.

# PART A

|  |  |
| --- | --- |
| **PRESIDENT** | |
| Insert Candidate Name |  |
| Insert Candidate Name |  |
| Insert Candidate Name |  |
| Insert Candidate Name |  |
| Insert Candidate Name |  |

|  |  |
| --- | --- |
| **VICE PRESIDENT** | |
| Insert Candidate Name |  |
| Insert Candidate Name |  |
| Insert Candidate Name |  |
| Insert Candidate Name |  |
| Insert Candidate Name |  |

|  |  |
| --- | --- |
| **SECRETARY** | |
| Insert Candidate Name |  |
| Insert Candidate Name |  |
| Insert Candidate Name |  |
| Insert Candidate Name |  |
| Insert Candidate Name |  |

|  |  |
| --- | --- |
| **TREASURER** | |
| Insert Candidate Name |  |
| Insert Candidate Name |  |
| Insert Candidate Name |  |
| Insert Candidate Name |  |
| Insert Candidate Name |  |

# PART B

|  |  |
| --- | --- |
| **COMMITTEE MEMBERS** | |
| Insert Candidate Name |  |
| Insert Candidate Name |  |
| Insert Candidate Name |  |
| Insert Candidate Name |  |
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| Insert Candidate Name |  |

**Example of Agenda**

(VILLAGE NAME) RESIDENTS’ COMMITTEE

The Annual General Meeting will be held at (Venue Name) on (Date) at (Time).

# Business

1. Chairperson’s opening
2. Apologies
3. Minutes of previous meeting
4. Business arising from the minutes
5. Correspondence [sometimes omitted]
6. Chairperson’s report
7. Treasurer’s report
8. Election of committee members
9. Questions and discussion
10. Motion on notice:

Example: Mrs Smith to move: ‘That the Association organise a fundraising event …’

1. General business
2. Notice of motions for the next meeting
3. Next meeting
4. Close

**Example of Minutes**

MEETING MINUTES

(NAME OF RETIREMENT VILLAGE) RESIDENTS’ COMMITTEE MEETING DATE OF MEETING

PLACE OF MEETING

Attendees: Apologies:

Confirmation of previous minutes:

# AGENDA ITEMS DISCUSSION ACTIONS / DECISIONS

1. **BUSINESS ARISING FROM MINUTES**

|  |  |  |
| --- | --- | --- |
|  |  |  |

1. **AGENDA ITEM**

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1. **AGENDA ITEM**

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1. **AGENDA ITEM**

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| --- | --- | --- |
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1. **GENERAL BUSINESS**

|  |  |  |
| --- | --- | --- |
|  |  |  |

**7. DATE AND TIME OF NEXT MEETING**

|  |  |  |
| --- | --- | --- |
|  |  |  |