

ANNUAL REPORT

[DATE]

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# Club Mission & Values

*Mission & Vision if applicable.*

# Club strategy

*The club’s strategic plan if applicable.*

# Club Committee

*List your Office Bearers and Committee Members, their position and length of tenure. Photos of your office bearers can also be included.*

# pRESIDENT’S REPORT

## Overview of the Year

* Include information on successes, achievements, and challenges of the year.
* Briefly describe club missions and goals and progress made towards them during the year.

# Club Membership

|  |  |
| --- | --- |
| **MEMBERSHIP PROFILE 202X** | |
| **MEMBERSHIP CATEGORY** | **MEMBERSHIP NUMBERS** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

*\*Add any additional membership information that the club feels is necessary e.g. increase in diversity, new membership groups, growth percentages, membership demographics*

# OTHER REPORTS

*Create new title for each additional report. Reports could include:*

* Club captain’s report
* Head Coach report
* Secretary Report
* Club committee member reports

# Club Activities

*Include information like:*

* Activities of interest held and attended by clubs
* Annual dinners and presentations
* Interesting information about specific members
* Championships hosted or attended
* Marketing & Promotion
* Sponsorship, Grants and Fundraising

*Include information like:*

* Successful grant applications and acquittals
* New sponsors and thanking existing sponsors.
* Fundraising initiatives and successes

# Club Sponsors

*Sponsorship lists should include the sponsors contact information and logo.*

*It is recommended to be arranged in order of the size of their contribution to the club.*

# Acknowledgements

*Formally thank sponsors, committee members, outgoing committee members, volunteers, families, and any other supports of the club for their contribution during the year.*

# Treasurer’s Report

**Summary of Financials from Treasurer**

*Include information on:*

* Financial successes, achievements, and challenges of the year.
* Highlight overall financial health of the club and goals for next year.

**Auditor’s Declaration and Report**

*Retain the original copy of the signed report.*

# APPENDICES (optional)

* Annual Calendar
* Membership List
* Media Clippings
* Previous AGM meeting minutes