

AGM Correspondence Sample

7 days

**SWIM
IRELAND**

14th October 2026

Dear members,

This email is a reminder that the club AGM will take place in Irish Sport HQ on Wednesday 21st October at 7pm

All members or parents/guardians of members are requested to attend. Please arrive at least fifteen minutes prior to the start of the AGM to sign in and receive your ballot card. Voting rights are included in the attached standing orders

Agenda

1. Apologies
2. Minutes of previous Club AGM
3. Chairperson's Report
4. Secretary's Report
5. Treasurer's Report
6. Head coach's Report
7. Club Children's Officer Report
8. Motions
9. Election of club committee
10. Date of next AGM

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Following on from the previous request for motions and nominations the following has been received:

Motions

There are three motions to be presented and voted on at the AGM.

1. To adopt the Swim Ireland constitution as the club constitution

It is proposed that the club will adopt the updated Swim Ireland constitution. As many changes have been made, it is recommended that the club adopt the constitution in totality. The current and proposed constitution are available to club members.

2. To change the club AGM from the “the month of May” to “the month of March” annually.

The club complete the annual affiliation process to Swim Ireland in October of each year. This is a busy period for the club committee, especially for the club and membership secretaries. In addition, it is a requirement that any person holding a role in the club complete the vetting process and level 1 safeguarding prior to taking on a role in the club.

3. Any increase in membership fees must be approved by the membership at the club AGM. Any increases can only take effect from the following season.

Proposed by John O’Mahony

Nominations

TWe have received two valid nominations for the position of chairperson, so an election will be held the night of the AGM.

There is currently one vacant position for a general committee member.

Nominations may be taken from the floor on the night for this position. It is a Swim Ireland requirement that the club have 9 committee members, so I would recommend more volunteers step forward.

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Committee Positions	Name of Nominee	Proposer	Secunder	Valid nomination?
Chairperson	Dom Maguire	Sarah Byrne	Tom Kehoe	Yes
Chairperson	Margaret Reid	Gerry Halligan	Vera Scott	Yes
Secretary	Diarmuid Lacey	John Molloy	Sean O'Connors	Yes
Treasurer	Melinda Bergin	Frank Barry	Laura Mooney	Yes
Committee Member 1	Molly O'Regan	Aoife Burke	Aisling Twomey	Yes
Committee Member 2	Gillian Maher	Aine Morrissey	Ronan Hand	Yes
Committee Member 3	Vacant	Vacant	Vacant	
Club Children's Officer	Tom Collins	Michael Holt	Tara Deaton	Yes
Club Complaints & Disciplinary Officer	Henry Price	Aoife Burke	Tom Kehoe	Yes

Kind Regards
Diarmuid Lacey
Club Secretary