

Organising your first Annual General Meeting!

Page 1

What is the purpose of your Annual General Meeting (AGM)?

All voluntary and community organisations must hold an AGM. An AGM is a meeting that must be held each year to:

- Allow your membership to hear reports from the Committee on the achievements and work of the group over the previous year.
- Elect or re-elect the Committee for the next year.
- Make any changes to the constitution.

Organising your AGM

Step one

A groups constitution should outline any rules that should be followed when organising your AGM. It is important to check your groups constitution for the following:

1. How often do you have to hold your AGM? This usually must take place no less than 11 months, and not more than 15 months from the date of the previous AGM.
2. How much notice are you required to give of the meeting? This is usually 21 days notice.
3. Who do you have to notify about the meeting? This is usually your members, general public and the committee.
4. Do you have to send the notice of the AGM to your members' homes?
5. How many people have to be at the meeting to make it official? (This is called a quorum).
6. Do the group's accounts have to be examined (audited) before the AGM? For small VCOs accounts usually have to be independently

examined and not audited.

7. Do nominations for new committee members have to be taken in advance or can you take them at the meeting? (It is usual to have a proposer and seconder for each nomination).
8. How much notice is required if anyone wants to propose an amendment to the constitution?

Step two

- Set a date and time for your AGM
- Book an appropriate venue

Step three

- Make sure you notify all your members about the meeting giving the notice required in your constitution.
- Make sure you list the time, date, venue.
- You may wish to include an agenda. (see a sample agenda at the end of this document)

Step four

Accounts

At your AGM you will need to present a report on the groups finances for the year. Your report should include the years annual income, annual expenditure and the end of year balance.

Step five

Elections

It is important to decide on your voting system in advance and make sure it is clearly explained at the meeting. Make sure you check your constitution as this may state what voting

Organising your first Annual General Meeting!

Page 2

procedures you should follow. Usually a show of hands is sufficient or a secret ballot box

- If votes are sent via the post, will it be a 'first past the post' election?
- It is good practice to have a neutral person to count the votes.

Step six

Minutes of the meeting

- Remember to take copies of the previous AGM minutes so they can be agreed by the members.
- Organise someone to take the minutes of the AGM. It is important to have clear records of the elections and any changes to the constitution. Keep a copy of these minutes as they will be needed for the AGM in the following year.
- Take a list of people attending the meeting so you can contact them afterwards. You may get people attending your AGM who are not currently on your membership list.

Making your AGM a success!

It can be a challenge to get people to come along to your AGM so try to make your meeting as interesting as possible. You could try any of the following:

- Provide a buffet and wine
- Hold a competition or raffle
- Have guest speakers on relevant topics
- Make sure the venue is accessible
- Offer childcare
- Have a welcomer on the door
- Have a loud speaker or induction loop system

Information for this briefing was gathered from the Resource Centre.
www.resourcecentre.org.uk.

Annual General Meeting

Of

Anywheresville Club

Thursday 19th October 2007, 7:30pm
Anywheresville Community Centre,
Anywheresville Lane, Anywheresville

Agenda

1. Welcome and apologies
2. Minutes of previous AGM
3. Chairs Report—successes and achievements over the past year
4. Financial Report
5. Election of Committee
6. Raffle
7. Buffet and wine