

Organising your Annual General Meeting

What is the purpose of an AGM?

- To allow your membership to hear reports from the Committee on the achievements and work of your group over the year.
- To elect the Committee for the next year
- To make any changes to the constitution

Check your constitution for any regulations about your AGM.

For example:

- How often do you have to hold AGMs?
- How much notice are you required to give of the meeting?
- Who do you have to notify about the meeting?
- Do you have to send the notice of the AGM to your members' homes?
- How many people have to be at the meeting to make it official? (This is called the quorum)
- Do the group's accounts have to be independently examined (audited) before the AGM?
- 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)
- How much notice is required if anyone wants to propose an amendment to the constitution?

If you are a registered charity, you should follow the regulations concerning the Trustees Report and Accounts. Registered charities will also need the approval of the Charity Commission to amend your constitution.

Venue, date and time

Book meeting room and set date and time

Notice of meeting

- Produce a notice giving details about the AGM & mail to everyone
- this should include date, time, venue and that elections will be held
- You may want to include the whole agenda or just highlight one or two items
- Try and ensure as many people as possible know about the meeting—try posters in the local community centre, library, doctors or village hall

Sample agenda

Your AGM agenda should include certain items - use this sample agenda as a starting point:

Annual General Meeting of Insert Name

Date:

Venue:

Agenda

Apologies for absence
Minutes of previous AGM
Chair's report
Secretary's report
Financial report
Election of committee
Any other business

Accounts

You will need to present a report on your finances for the year to your AGM.

Do you need your accounts examined by an independent person before the AGM or will you just have a report from your Treasurer? If you are a registered charity, depending on your gross income there are guidelines as to who should examine your accounts.

Information can be found in the Charity Commission leaflet CC61 Charity Accounts: The Framework can be found on the Charity Commission website
[Http:// www.charity-commission.gov.uk](http://www.charity-commission.gov.uk)

Elections

Make sure the minutes show who was nominated, the proposer and seconder for each candidate, the number of votes each person received, and who was elected for each post.

Decide on your voting system in advance and make sure it is explained clearly at the meeting. For example: Do you want to have a show of hands or a private ballot? Will it be a 'first past the post' election?

You may want to arrange a neutral person to count the votes

Minutes

Organise someone to take minutes of any decision made at the AGM. It is particularly important to have clear records of the elections and any changes to the constitution.

Take a list of people attending the meeting so you can contact them afterwards.



Getting people to the meeting & making it work

- Try to make the meeting enjoyable - think about making the business brief followed by a social with wine or snacks
- Have a speaker on a burning issue
- Organise a raffle
- Have someone welcoming people at the door
- Introduce the present Committee
- Think about providing a crèche or organising babysitters
- It may encourage people to come if you offer to pick them up or meet them outside
- Think about whether the room is accessible to all your members - could a wheelchair user attend the meeting?
- Think about having a loud speaker system or an induction loop

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