



Running an Annual General Meeting:

What is an AGM?

An **Annual General Meeting (AGM)** is a meeting that is required to hold by the constitution. An AGM is held every year. The AGM is the forum for the election of officers for the organization and to pass the financial report for the operating year. General business can be put forward from any member and this is the forum for Life Memberships to be put forward.

Rationale behind an AGM

It is important to make sure that the AGM is well publicised and welcoming to all members. The members need to be involved in the AGM to ensure that the club's decision-making process is fair and representative of the club.

Encouraging Attendance

It can often be difficult to encourage members to attend AGMs. Some suggested methods of improving attendance are:

- Provide refreshments before the meeting and a social event afterwards
- Hold the event before club prize giving
- Invite a speaker on a topic of interest
- Build agendas around members' concerns and interests
- Hold the meeting in a nice venue
- Ensure the venue is easily accessible. Include a map with the paperwork sent to members
- Ensure the venue is not off-putting to members, for example some members may not feel comfortable or be able to meet in a bar

Notice of an AGM

The Administrator shall give written notice of no less than 21 days prior to the date of the AGM. This notice shall be circulated to all members of the club.

Attached to the notice of the AGM shall be:

- the Agenda
- minutes of the last AGM
- a note of the process governing alteration to the Constitution
- any by-laws/club rules
- applications for nomination for the Committee
- application for motions

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Election of Officers

Nominations for Club Officers and other members of the Committee shall be submitted in writing, signed by two members and the nominee, to the Administrator no later than 10 days before the AGM.

Motions

- Proposed alterations to the constitution and notices of motion must be received by the Administrator no later than ten days before the AGM
- The Administrator shall arrange for all nominations, motions and proposed alterations to be circulated to club members at least seven days before the meeting

The Meeting

The order of business for an AGM shall be:

- Welcome
- Apologies for absence
- Approval of minutes from previous AGM & matters arising
- Annual Report, including financial report
- Proposed changes to constitution
- Election of committee members
- Appointment of Chairperson & President
- Life Membership Awards
- Other relevant business

The Administrator should take minutes of the meeting, and present these to the membership within one month of the AGM. These minutes need to be approved at the next year's AGM

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