

*If you are a registered charity, you should follow the regulations concerning the Trustees Report and Accounts. Please see our information sheet 'Charity Reports and Accounts'*

*If you are a registered charity, you will need the approval of the Charity Commission to amend your constitution.*

Updated September 2005

# AGM Checklist

## 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, eg

- ★ 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 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?

### Venue, date and time

- ★ Book meeting room and set date and time



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Contact the **Resource Centre** to arrange production of your leaflet

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The **Resource Centre** will prepare and examine your end of-year accounts, if you are one of our priority groups. Please ask. If you are a registered charity, you must have your accounts examined by a Charity Independent Examiner - the **Resource Centre** may be able to do this for you. For details of accountants, please search the Beachcomber database on our website or ring the Centre

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## 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

## Sample agenda

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

## Annual General Meeting

of

## Brighton & Hove Pigeon Fanciers Association

Thursday 20th October, 7.30pm  
East Brighton Community Centre  
(small hall)

### Agenda

1. Apologies for absence
2. Minutes of previous AGM
3. Chair's report
4. Secretary's report
5. Financial report
6. Election of committee

## 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?

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## 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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*An induction loop or an infra-red hearing system makes sound clearer for people using hearing aids.*

*The Resource Centre has portable ones you can borrow, as well as a small PA system*