

Journey of a Group:

Holding an AGM

Overview

The Annual General Meeting (AGM) is a formal meeting held once a year that allows you to look back over your past year of activity, report to your members and elect new committee members.

Your constitution should tell you:

- how often you should hold your AGM, e.g annually and no longer than 15 months since the previous AGM.
- how much time in advance you should advertise your AGM for members and how, e.g by email, social media etc.
- how to accept nominations for your committee roles, e.g. in advance or on the day.
- how to make changes to your Constitution at the AGM, e.g. changes proposed in advance of the meeting.
- the number of attendees required to hold your AGM (Quorum) and to make legitimate decisions.
- whether the group's accounts have to be independently examined (or audited) before the AGM.

Planning your AGM

- Set a date and time, and the length of the AGM.
- Book a meeting room – is it accessible to all your members?
- Think about the health & safety of your members, e.g. hazards, fire exits.
- Plan the refreshments and check you have what you need to serve them at your venue.
- Produce a notice giving details about the AGM and send it to all of your members (include date, time, duration, venue, and information about the elections of officers.)
- Send the agenda to your members.
- Prepare your accounts report for the financial year – this could involve having your accounts examined by an independent person or a Treasurer's Report may be acceptable.
- Print copies of documents needed such as the minutes of the previous year's AGM to be approved. You must also present an Annual Report outlining the group's work over the past year. This should include a list of committee members, the Chair's Report, the Financial Report and accounts, Information, future plans, and acknowledgements of those who have supported the group

The Agenda

The AGM agenda should be distributed to all in attendance. You can also send the agenda or a summary of the agenda before the meeting.

An AGM agenda should contain:

1. Welcome
2. Apologies
3. Minutes of last AGM
4. Matters arising from the previous minutes
5. Annual Report or Chair's Report and Secretary's Report
6. Financial Report/Annual Statement of Accounts
7. Appointment of Independent Examiner to chair the voting
8. Guest Speakers/Activities (if applicable)
9. Nominations and Election of Committee (chaired by someone independent)
10. Any Other Business
11. Date of next / first Committee Meeting

The minutes

Delegate someone to take minutes at the AGM. These should be typed up as soon as possible after the meeting and stored safely. Have a sign in sheet with contact details for all attendees so that the minutes can be distributed and there is an accurate record of all in attendance.

Go the extra mile

- Welcome people at the door
- Offer refreshments
- Try to make the meeting fun
- Introduce the present Committee
- Have a speaker on a relevant topic
- Organise an activity

- In advance, ask your attendees if there are any adjustments you can make to allow them to attend or engage fully, e.g. a PA system or an induction loop for people who have hearing loss

Further Sources:

Charity meetings – The Charity Commission

<https://www.gov.uk/government/publications/charities-and-meetings-cc48/charities-and-meetings>

Running good meetings – NCVO

<https://www.ncvo.org.uk/help-and-guidance/governance/making-decisions-as-a-board/running-good-meetings/>

This factsheet is for guidance only. For any further information, guidance and support, please contact Bolton CVS on: 01204 546010 or e-mail: info@boltoncvs.org.uk