

AGM preparation



1. Date and time

Finalise date and time for AGM.

Aim for at least
8 WEEKS
prior to AGM



2. Prepare financials

Ensure the financial statements and audit report are prepared and available for members to review well in advance of the AGM.

Note: The financial statements and audit or verification report **MUST** be presented at the AGM.

At least
28 DAYS
prior to AGM

Remember to book your auditor well in advance of your AGM. Their process can take weeks or even months, so get ahead to ensure you present accurate, complete and verified financial data. It's not just good practice, it's a legal requirement and key to maintaining trust with your members!



3. Call for nominations

Officially call for nominations for management committee positions and expressions of interest for any non-committee positions. Ideally circulate position descriptions with the call for nominations. The call for nominations can be via correspondence, email, web/social media announcements or on a noticeboard.



4. Venue

Finalise venue and catering (if relevant).



5. Notice to members

Officially call the AGM by giving notice to members. Include details of the date, time and venue and all business to be transacted at the AGM. Importantly, this must include the details of any proposed special resolutions to be considered at the meeting. The management committee is to decide the way in which notice is to be given to members (e.g. correspondence, email, web/social media announcement, noticeboard).

At least
14 DAYS
prior to AGM
Confirm the required notice in your constitution.



6. Proxy forms

Prepare proxy forms and make them available to members on request, if applicable. Check your constitution to confirm if proxy votes are allowed.

At least
14 DAYS
prior to AGM



7. Receive nominations

Receive nominations for management committee positions to be elected at the AGM.





8. Nomination list

Make a list of all management committee candidates' names in alphabetical order, with the names of the members who nominated each candidate, open for inspection by members (e.g. noticeboard).

At least
7 DAYS
prior to AGM



9. Agenda

Prepare the official agenda, including only the business that was included on the notice of AGM. Use meeting software for efficiency.

Distribute the AGM agenda and all supporting documents at least a few days before the meeting. This enables members to arrive prepared, greatly enhancing meeting efficiency and effectiveness. Remember, preparation is key to success in club meetings!



10. Ballot forms

Prepare ballot forms for any elections or motions to be determined by secret ballot at the AGM.



11. Reminder

Circulate a reminder of the date, time and venue for the AGM.



12. Final reminder

Circulate final reminder of the date, time and venue for the AGM.

1 DAY
prior to AGM



13. AGM

Conduct your AGM.



14. Minutes

Finalise AGM minutes and circulate to your members

Within
7 DAYS
after AGM



15. Transition

Submit Annual Return to the Office of Fair Trading. Update signatories on the club's bank accounts. Conduct governance refresher training for continuing committee members and an induction for incoming committee members. See the *Succession planning* chapter for more information.

1 MONTH
after AGM