#### Planning your AGM (Annual General Meeting) **1. **Define tasks and responsibilities****     It is important to start AGM planning as early as possible and ensure tasks are allocated ahead of time. Usually it’s the secretary that leads the process, but this can change if others volunteer. Make sure everyone knows who’s responsible for what and clarify the timelines.  **2. **Understand what is required**** Depending on organisation structure, certain legal requirements may apply. Your constitution should also contain requirements for Annual General Meetings. Know the rules for timing of AGMs, notice required, financial statements needed, who needs to attend and who can vote. **3. **Check your Constitution**** Ensure the organisation’s constitution is up to date. If it still says that you need to give notice of the AGM by posting an ad in the newspaper it’s well overdue for revision. What else needs to change to bring it line with the technological changes that have taken place recently?  **4. **AGM notification can take place over email and people can attend the day via technology**** Use technology to communicate with your members and find out if they have any issues they’d like to raise at the AGM. Notice can be sent electronically and people can even attend via technology. **5. **Check current COM Members intention to stand and nominated people’s eligibility status**** Confirm which board members and office bearers will be re-nominating for the coming year and who will be retiring. Check the constitution to see if anybody is ineligible to stand. Start searching for candidates at least three months ahead of AGM.  **6. **Prepare financial documents and complete processes well ahead of time**** If you are presenting an audit of your accounts at the AGM, leave enough time for the auditor to go through the books and prepare a report. Ensure that the auditor knows the exact date of the AGM.Prepare accounts (including balance sheet and financial statement),

#### 7. Prepare general Documentation

#### Annual Report document, agenda and minutes from the previous AGM and distribute them to members and office-bearers well in advance of the meeting (at least one week). Choose a guest speaker who will attract members, and/or plan it around an event that you know will be well attended, like an open day.  **9. **Remember to Thank all involved**** Thank everyone. Your members, your staff, your volunteers, the board, the speakers, the caterers… EVERYONE! **10. **Ensure an accurate record is kept of the proceedings****

#### Write up minutes soon after the meeting (within a week if possible) and ensure that necessary documentation is submitted to relevant bodies such as DHS, the Network and the Local Council. Have an induction process in place for new board members and office bearers.

#### 11. Remember to update details of New Committee and upload the Annual Report onto the Funded Agency Channel (FAC)

#### Helpful Link

#### Legal Requirements of your AGM <http://www.communitydirectors.com.au/icda/tools/?articleId=5953>

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#### ***A*dapted from recommendations provided by Justice Connect and Institute of Community Directors Australia**

#### **June 30th** Start process of finalising accounts Check audit date with auditor Set committee meetings to consider notice of AGM  Check rules for other business which must be conducted Consider whether you will propose and changes to the rules **3 months before AGM** Check membership register for number of mailouts required Check printer availability and timing Confirm which committee members and office bearers will be leaving Check policy and/or rules for when nominations can be accepted **2 months before AGM** Choose format for meeting Arrange location, speakers, catering, entertainment Collect input from staff and/or committee for annual report **6 weeks before AGM** Collect draft reports from sub-committees  Review prepared financial statements Committee meeting to consider the section 94, 97 or 100 statement (as applicable) **4 weeks before AGM** Prepare annual report on committee activities Send annual report to printer Print meeting notice and proxy form **21 days before AGM** Send meeting notice and proxy form to members allowing sufficient time for delivery (check rules) **2 weeks before AGM** Prepare ballot papers and poll procedures if a poll is likely Double check everything is ready to go Check numbers Confirm speakers/entertainment **1 week before AGM** Prepare committee orientation Arrange for minutes to be taken Finalise and send out agenda and meeting papers Get a gift for guest speaker **At least 48 hours before AGM** Last day to receive proxies (check rules) **AGM** Must be held within 5 months after the end of the financial year Check technology Arrange someone to welcome and acknowledge guests/stakeholders/members Set up registration desk for voters Check someone is available to act as scrutineer **After AGM** Write up AGM minutes Send audited financial statement and notify CAV of changes to office bearers within 14 days after the AGM Notify CAV of resolution outcomes if appropriate Retiring office bearers hand over operations, documents, etc. to new office bearers http://www.ourcommunity.com.au/images/icda/icda-agmtimeline.png