

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.



# AGM Checklist

## Organising your Annual General Meeting

What is the purpose of an AGM?

- H To allow your members to hear reports from the Committee on the achievements and work of your group over the year.
- H To elect the Committee for the next year.
- H To make any changes to the constitution.

## Check your constitution for any regulations about your AGM

For example:

- H How often do you have to hold AGMs?
- H How much notice are you required to give of the meeting?
- H Who do you have to notify about the meeting?
- H Do you have to send the notice of the AGM to your members' homes?
- H How many people have to be at the meeting to make it official? (This is called the *quorum*.)
- H Do the group's accounts have to be examined (audited) before the AGM?
- H 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.)
- H How much notice is required if anyone wants to propose an amendment to the constitution?

## Venue, date and time

- H Set a date and time, and the length of the AGM.
- H Book the meeting room.
- H Think about whether the room is accessible to all your members – e.g. could a wheelchair user attend the meeting?
- H Ensure that the room will be big enough to accommodate a minimum number of people.
- H Think about the health & safety of your members – e.g. where are the fire exits?
- H Think about organising refreshments.

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

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# AGM Checklist

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## Notice of meeting

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- H **Produce a notice giving details about the AGM & mail to all your members.**
- H **This should include date, time, duration and venue, and that elections will be held.**
- H **You may want to include the whole agenda or just highlight one or two items.**

## The agenda

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- H **Your AGM agenda should include certain items – use the sample agenda below as a starting point.**

**Annual General Meeting  
of  
Brighton & Hove  
Pigeon Fanciers Association**

Thursday 20th October 2010  
7.30 to 9pm

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

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**See our information sheet**  
**'Taking Minutes'**  
**for more guidance.**

## Minutes

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- H **Organise someone to take minutes of any decisions made at the AGM. It is particularly important to have clear records of the elections and any changes to the constitution.**
- H **Take down the names and contact details of people attending the meeting so you can contact them afterwards – e.g. get people to sign in as they turn up to the AGM.**



**LOTTERY FUNDED**

*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.*

*You can also visit [www.supportforgroups.org.uk/moneyinmind](http://www.supportforgroups.org.uk/moneyinmind) for more information. on help with your group's accounts.*

*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*

# AGM Checklist

## Accounts

- H You will need to present a report on your finances for the year to your AGM.
- H Do you need your accounts examined by an independent person before the AGM or will you just have a report from your Treasurer?

## Elections

- H 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?
- H You may want to arrange a neutral person to count the votes.
- H Think about the materials that you might need to prepare in advance – e.g. ballot paper/pens – depending on how you organise the elections.
- H 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.

## Other tips & ideas

- H Try to make the meeting enjoyable – think about making the business brief, followed by a social with wine or refreshments.
- H Have a speaker on a burning issue.
- H Organise a raffle.
- H Have someone welcoming people at the door.
- H Introduce the present Committee.
- H Think about providing a crèche or organising babysitters.
- H It may encourage people to come if you offer to pick them up or meet them outside.
- H Think about having a loud speaker system or an induction loop.