

# # 8

## ANNUAL GENERAL MEETING

### PRIOR TO THE AGM

#### AGM

- Let your members know about your AGM in accordance with the club rules, constitution and incorporation act.
- Finalise the procedure for any votes to be undertaken at the AGM, in accordance with club rules and constitution.
- Prepare and print the Agenda, Minutes of the previous year's AGM, this year's Annual Report and Financial Report for members.
- Promote the AGM widely to ensure you have at least the minimum number of members required.

#### Committee Recruitment

- Seek nominations for the committee roles in accordance with club rules and constitution.

### RUNNING THE AGM

#### Host your AGM

- Host the Annual General Meeting in accordance with the club rules, constitution or the relevant incorporation act.
- Hold all elections of committee roles as per the club rules and constitution.
- Present the minutes of the previous year's AGM to the members.
- Vote on any general or special resolutions in accordance with the club rules, constitution and relevant incorporation act.

#### Committee Elections

- Present the Annual Report and financial statements to the members.
- Ensure complete minutes of the AGM are recorded and a register of attendees is made.

