

#7

POST-SEASON REVIEW

FINANCIAL MANAGEMENT

- Financial Review**
 - Have your treasurer conduct a review to ensure that all revenue has been collected and any required payments made.

- Financial Statement**
 - Next the treasurer should prepare the club's financial accounts, ready for the AGM.
 - If required by your club's rules or constitution, have the financial accounts reviewed and audited.

- Exit Interview**
 - Conduct exit interviews with departing coaches, team managers and volunteers to get feedback and to show appreciation for their contribution over the season.

PREPARING FOR THE AGM

- Details of the AGM**
 - Confirm date and location.
- Membership Database**
 - Ensure the club's membership database is updated for AGM invitations.
- AGM Notifications**
 - Review your club's rules and constitution and tee up a date for AGM notifications to go out to members.
- Committee Nominations**
 - After reviewing your clubs' rules and constitution, confirm when nominations for committee positions will open, and the nomination process.
- Last Year's AGM**
 - Locate the Annual Report, financial report, minutes and agenda of last year's AGM for comparison to this year.
- Presentation to Members**
 - Identify if there are going to be any resolutions to be presented to members. If so, review your club's rules and constitution, and the associations incorporation Act 2015, regarding notification and voting requirements relating to resolutions.

