

# YOUR BEST EVER AGM WORKSHOP

An AGM is a legal requirement and it is important that it is planned correctly.

Preparing for the AGM – prepared a time-table to use year on year

- Check your Standing Orders. Very useful. If you don't have any consult the advice sheets on the national website.
- You have a legal requirement to notify **all your members** that you are holding an AGM/EGM.
- Which Constitution do you hold? Is it the more recent one, an older version, perhaps not even one suggested by Third Age Trust. Have you checked the object clause and committee terms of office?
  - Plan to send out an initial notice about two months before.
  - This could include information about which positions are being offered for election, a nomination form and a request for Resolutions to be brought to the AGM. The nominations and Resolutions should be with the secretary at least 28 days before the meeting unless otherwise shown in your constitution.
  - prior to AGM, call for items to be included in the agenda, check nomination procedure (timing important). Be aware of what your Constitution allows and plan the agenda and reports.
  - Who will speak – Chairman, Treasurer, possibly Secretary; anyone else agreed prior to the meeting.
  - Constitution – if a change is planned, has it been discussed and agreed with National Office and notification sent out in the final notice? If not, no change can be raised at the meeting.
  - **Final Notice** of meeting, times, venue,, speaker or not – give statutory notice by any means that gets to **all** members, newsletter, mail, email, reinforce via Group Leaders.
  - **This final notice should go to all members at least 21 days before.**
  - It should the agenda and resolutions, e.g. proposed changes to the Constitution.

You might want to include the names of nominees, a copy of the Chairman's report and a summary of the accounts to save some time on the day.

- Check everything beforehand, tellers (if voting likely for a contested position), what needs to be printed out. is a Power Point presentation going to be given (if yes check equipment is available and working).

**Rehearse if necessary to check timings and who will do what/when. Prepare Agenda and Accounts in advance. Is a vote likely at any point, are you prepared for this?**

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The AGM itself.

- Papers/equipment/voting slips.
  - Ensure you have a quorum. (Check your Constitution) this is usually a percentage of your total membership and must be present before the meeting begins. Be ready to appoint tellers if necessary and give them directions.
    - Start on time/check members in (only paid up members allowed to vote). \*\*\*Good idea to give voting members a coloured paper to differentiate them from the non-voting attendees.
    - Ensure Minutes are kept.
    - Welcome, introductions, check everyone necessary papers and can hear you. Apologies (in advance and/or taken at the meeting)
    - Set the standard – chairman directs proceedings and accepts all questions and points of order.
- Annual report from Chairman (or others if planned this way)
- **Do you elect your officers at the AGM or at the first meeting of Committee (you must abide by the Constitution so please check.)**
  - **Be prepared for**

Dealing with elections/resolutions/amendments – correct procedures, likely problems, solutions

Do you introduce your new committee? When?

Changes to the Constitution/dealing with questions/objections

Presentation/acceptance of accounts, appointment of examiner

➤ Any other business – is not part of the AGM. If you have notices and information please wait until the meeting has been officially closed.

### **What comes next?**

**The time after an AGM often brings sense of relief that all is over and it has gone well. But this is an ideal time to also review and prepare so that you are not caught out next time by last minute decisions.**

#### **a) The Constitution and forward planning**

An impending AGM is a good opportunity to revisit your Constitution, check the sections that apply to the AGM (also Extraordinary General Meetings), make sure the Committee numbers/retirements/nomination procedures/quorum are fully understood.

Post – AGM it is worth reviewing again to consider possible changes.

#### **Check carefully:**

Timetable for changing or modifying a Constitution

Decisions at Committee properly recorded

Notification to members

Discussion and voting at AGM

Notification to Charity Commission and Third Age Trust

#### **b) Planning for the Future. The Trustee Induction**

The time after an AGM should include a Trustee Induction to inform new Committee members (and remind existing one) of their responsibilities. There are advice sheets to guide you through this.

#### **c) This is a good opportunity to think ahead.**

Have you got a succession plan.

Do you know retirement dates of officers and Committee members?

Have you got a financial projection for the year ahead? How far ahead might you need to look?

Does your advance planning include recruitment of new members, new groups, new policies, premises, advertising costs, contingency planning, planning for emergencies (loss of an important officer/premises)?

Is your U3A vibrant and growing or is it becoming stagnant. Are you aware of legal requirements?

Do you need to review policies and relevant documentation?

**Seek advice from your Regional Trustee or National Office as soon as possible. Don't leave problems to get bigger.**

*Conference 2018.*