

Tips on how to organise an AGM

A club's Annual General Meeting is important as it gives members, the general public and the committee a broad overview of the club's current directions, financial position and re-affirms the club's purpose.

An AGM is the time where new committee members can be elected or current committee members are re-elected.

Club's should ensure that the AGM is a positive experience and allow all attendees to leave feeling committed to the club and its goals.

Benefits of an AGM

An AGM will assist your club to:

- **Comply with government regulations.**

As an incorporated association, the legislation in Australia requires you to hold an AGM. Tasks that need to be completed in the AGM include:

1. Election/re-election of committee members/board members.
2. Presentation of accounts.
3. Someone must be taking Minutes for the AGM.

- **Be Transparent.**

This is an opportunity for the club to report on the results throughout the year and the plan for the year ahead.

- **Communicate with members.**

The AGM provides an opportunity for the club to interact with their members. This includes answering any questions they may have, listening to their views and concerns.

Preparing for your AGM

A club's AGM is usually organised by the Secretary, alongside assistance from the rest of the committee. It is important that everyone in the club knows who is responsible for the organisation of the AGM.

Date of AGM

Sometimes an AGM date may be set by legislation. If not, it is a good idea to have the meeting after the financial year when the statements are fresh.

Advertisement of AGM

You must advertise your AGM two weeks or a month beforehand.

Board Members and Office Bearers

Confirm which of your current committee members and office bearers will be re-nominating for the coming year and who will be retiring. Check your club's Constitution to see if anybody is ineligible to stand.

If there are vacancies, make sure that you have approached people who are willing to fill them and remember that there may be people who come forward at the meeting.

Try to ensure that you have enough nominations to fill the available positions.

Meeting papers

Prepare the following documents prior to the meeting:

- A set of accounts (balance sheet and financial statement).
- The Annual Report.
- An Agenda.

Meeting procedure

Procedures at the AGM will be the same as those at an ordinary committee meeting.

Motions

The motions that must be moved are:

- To accept the minutes of the last AGM.
- To approve the Annual Report.
- To approve the Financial Statement.

Motions must be seconded, and a vote taken.

Nominations

Nominations for Board members and committee members must be called for from the floor. If more than one person nominates for any position, or if there are more nominations than there are places on the Board, there must be an election. An election can take place through a show of hands or a ballot.

After the AGM

Documentation

Make sure that the minutes are written up shortly after the meeting. Ensure any updates of board members/committee members are sent through to AusCycling, alongside the recent Minutes.

Handover

Retiring committee members must hand over the operations to the new person, together with all documents. Retiring committee members should also give the new person a briefing to describe the key processes and current priorities and challenges.

Banking

If any retiring committee members are signatories to the club's bank account, have the necessary forms on hand so the new signatories can be authorised after the meeting.