

# Quick Guide to.....The AGM

## What is the AGM?

The Annual General Meeting is the opportunity for members, the general public and any other interested parties to hear from the elected Management Committee about the work of the association throughout the previous year. The business of the A.G.M includes:

- a) Presenting the Annual Report of activities/achievements***
- b) Presenting the audited accounts for the financial year***
- c) The election of Officers and other members of the committee***
- d) Appointing an auditor or independent, competent person***

The A.G.M is also the opportunity for any 'motions' (or proposals) to be presented by and to the membership. This is necessary where decisions need to be taken on areas or issues that require the majority of the membership's knowledge and approval.

The A.G.M is a formal requirement. Companies are required by law to hold one, but in the case of voluntary associations, the requirement for an A.G.M is expressed in their Constitution. To this end, it is very important that the Management Committee are familiar with the protocol and procedures for arranging and carrying out the A.G.M as stated in the Constitution.

Finally, it is important to use a venue that is fully accessible and to bear in mind any other special requirements e.g. Loop system for the hard of hearing.

## AGM Agenda

A typical agenda for an A.G.M will include the following:

- Opening remarks (Chairperson)
- Apologies
- Minutes of previous A.G.M
- Matters arising from the minutes
- Presentation of the Annual Report
- Presentation of the Annual Accounts
- Appointment of auditor or independent examiner
- Election of the Management Committee
- Motions to the A.G.M
- AOCB
- Closing remarks (Chairperson)

See overleaf for further details about the main items.

## **The Protocol & Procedures for calling the AGM**

The Constitution will outline the processes that must be followed when arranging the A.G.M. It will specify when the meeting will take place each year which will usually fall within 2 to 6 months of the annual accounts being audited or checked. It will also specify how people will be notified about the A.G.M and how soon beforehand e.g. 'a public notice of the A.G.M will be placed in the local media at least 21 days prior to the meeting taking place', or, 'members will be notified in writing no later than 14 days before the meeting taking place'.

It is important that members are given sufficient time to raise a motion to be put to the A.G.M and within what timeframe this request must be received by the Committee. The time factor is also important when it comes to the Committee elections. That is, there needs to be sufficient time for members to complete and return nomination forms for electing Committee members at the A.G.M or consider who to propose and second at the A.G.M.

## **Guest Speaker?**

To attract maximum numbers to an A.G.M it is often good practice to invite a guest speaker. It is important to make sure that this person is someone that the audience would be interested in hearing from, and whom they might not generally have the opportunity to meet. For instance, the local Member of the Scottish Parliament or perhaps the Lord/Lady Provost. The guest speaker will usually follow when the main business of the A.G.M is complete.

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