

# Preparing for the AGM

The AGM of an organisation is usually organised by the Secretary, assisted by the rest of the organisation. It is important, though, that everybody in the organisation knows who is responsible.

## Date

The date of the AGM will usually be laid down in your governing document and is usually within three months of the end of the financial year. If this is not the case, it is still a good idea to try to stick to this timing when financial statements will still be fresh and meaningful to everyone.

## Advertisement

Organisations must advertise their AGM in advance to allow any interested parties to attend. Your governing document will tell you how many weeks notice you are required to give for your AGM, although it is usually between two weeks and a month. Most constitutions will also tell you which medium should be used to advertise. Remember advertising the meeting will encourage greater public involvement. Make sure you give the name of the association and the place, date and time of the meeting.

## Officebearers and Committee

Confirm which of your current office-bearers will be re-nominated for the coming year and who will be retiring. Your constitution will give you the information on who is eligible and whether anyone 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 itself.

Most importantly try to ensure that you have enough good nominations to fill the available positions.

If people are to be nominated in their absence have them sign a document saying that they are willing to stand.

## Auditor

If you are required or decide to present an audit of your accounts at the AGM, leave enough time for the auditor to go through your books and prepare your accounts. This will usually take 2-3 weeks.

Make sure you make these arrangements well in advance; the end of the financial year is a busy time for auditors. Ensure that the auditor knows the exact date of the AGM.

Have a nomination ready for the position of next year's auditor from somebody who you have approached and who is willing to act.

## Publicity

If you are intending to put on a bit of a show for your members - with a guest speaker, a video showing, or an important announcement - organise it well in advance so that you can be sure that everybody knows what they are supposed to be doing and you have all the necessary technical equipment in good working order.

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