

Annual General Meetings

An annual general meeting is a meeting that official bodies, and associations involving the general public (including companies with shareholders), are often required by laws (or the constitution, charter, by-laws etc. governing the body) to hold.

An AGM is held every year to elect the board of directors and inform their members of previous and future activities. It is an opportunity for the shareholders and partners to receive copies of the company's accounts as well as reviewing fiscal information for the past year and asking any questions regarding the directions the club will take in the future.

Responsibilities and Duties

- Collecting reports from club officers
- Advising members of the meeting within a specified time
- Calling for and receiving nominations for club positions
- Arranging for printing of the completed annual report
- Arranging for guest speakers
- Arranging hospitality, venue, date and times

The AGM is normally conducted by the Chair of the club. Minutes of the meeting should be taken by the Secretary. A typical AGM agenda will cover the following items:

- Opening remarks/Welcome
- Apologies
- Minutes of previous AGM
- Matters arising from the Minutes
- Presentation of Annual Report (Chair/Secretary)
- Adoption of Annual Report
- Presentation of Accounts (Treasurer)
- Adoption of Accounts
- Appointment of Auditors/Independent Examiner
- Election of Management Committee/Office Bearers
- Motions to be put to the AGM
- Any Other Competent Business
- Closing remarks

More details on each of these headings are available below.

Apologies: from individuals who have been unable to attend are read out and recorded.

Minutes/Matters Arising: It is usual to place copies of the minutes, the annual accounts and any other papers, on the seats of those attending, if it has not been possible to send them out beforehand. Matters arising from the minutes should be taken in the order they appear. In some cases the Chair may ask that matters arising be dealt with during the course of the meeting. The minutes of the previous AGM should be formally adopted by a proposer and a seconder, whose names should be recorded.

Presentation of Annual Report: The annual report can be presented by either the Chair or the Manager/ Coordinator. It should give an overview of the main achievements of the year.

Presentation of Accounts: The accounts are presented by the Treasurer. It is usual for copies of the accounts to be given to those attending. The Treasurer will highlight some of the figures in the accounts, explaining any that need explanation, and give a general overview of the financial position of the club. It is usual for them to thank the auditor/independent examiner if appropriate.

Appointment of Auditors: If the club is happy with the performance of its auditors it is usual to move for adoption of the existing auditors. If for some reason there is to be a change of auditor, this can be arranged by the committee during the coming year.

Election of Management Committee/Office Bearers: The constitution will provide guidance on the election of committee or Board members, including the length of time they should serve. Each individual wishing to stand needs to have a proposer and a seconder.

Voting Procedure: Check your constitution to find out who is eligible to vote at the AGM. If the constitution does not provide clear guidance on what to do in the event of a tie, then it is usual practice for the Chair of the club to have a casting vote. The existing committee need to be clear about voting procedures as laid out by the constitution before attending the AGM.

Motions to be put to the AGM: A Motion to be put to an AGM should usually be received by the club an agreed time before the AGM, so that it might be included with the papers sent out to those attending. Some clubs do not allow motions to be put at the AGM on the spur of the moment. Motions may take a number of forms.

Amendments: Any proposed amendments to the constitution are also discussed at the AGM. These have usually been discussed by the present committee and the Chair may wish to take a few moments to explain why the Committee believe that the change is needed. Amendments are often made to update the constitution in the light of new legislation or new circumstances. When the motion or amendment has been presented a vote will take place.

Any Other Competent Business: Some clubs choose not to include this on the agenda. Any Other Competent Business can double the length of a meeting and throw up many unexpected questions and comments. On the other hand, it can be a useful opportunity for those who are involved with, or interested in your club to have their say.

Conclusion of Business: The meeting is formally brought to a close by the Chair.