

AGM Guide - Templates

July 2021



**Community
Waikato**

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Sample AGM Agenda

(Organisation's Name)

ANNUAL GENERAL MEETING (year)

(Date and Time), (Venue)

AGENDA

All members are welcome

1. Welcome by Chair & Introduction of current Board members
2. Apologies
3. Minutes of previous AGM
4. Matters arising (from previous AGM)
5. Annual Report presentation
6. Chair's Report
7. Manager's Report
8. Financial Report
9. Election of Board members
10. Proposed changes to the Rules/Constitution (if applicable)
11. Any other business
12. Close of meeting

** Introduce Guest Speaker after close of meeting.

Thank you for attending

Refreshments are provided at the Close of Meeting



[NOTE 1: Tailor the content and order of the Agenda to suit the needs, capacity, style and compliance requirements of your organisation.]

[NOTE 2: Refer to the 'AGM Plan Guide' for more guideline details about each agenda item.]



AGM Plan Guide

The following AGM Plan Guide relates to the Agenda and the general running of the AGM 'on the day'. It may also be a useful 'checklist tool' at the AGM for the Chair, secretary and/or management personnel.

Outlined are guide notes for each agenda item, various motions to cover, role(s) that are likely responsible for each item along with approximate timeframes for each. Timewise, an AGM may take ½ hour, or 1 to 2 hours – it depends on how it is chaired, AGM processes, compliance, preparing and passing motions, and the preparation and availability of information before and during the meeting.

It is essential that organisations adapt this guide to suit:

- ⚡ their Rules or Constitution requirements
- ⚡ what is relevant to their needs, capacity and respective roles
- ⚡ compliance matters they need to meet
- ⚡ the agenda they have decided on and have prepared for in advance.

So, plan and prepare well before the AGM's scheduled date and encourage members to attend. As well, enjoy the occasion to reflect, update and engage with fellow members who share the same vision and interests as that of your organisation!

	<p>If any additions/changes/omissions need to be noted, consider if motion needs to be drafted.</p> <p>Ensure motions are clear & specific.</p>			
5.	<p>Annual Report presentation Chair can give an overview of Annual Report content & any key highlights to bring to attention of attendees.</p> <p>After Q&A discussion, move motion to accept Annual report.</p>	5-10 mins	<p>Motion – To accept the Annual Report as a true, accurate record. Moved? Seconded? Unanimous/Majority/Lost</p>	Chair Manager
6.	<p>Chair's Report presentation Chair presents report of the year.</p> <p>After Q&A discussion, move motion to accept Chair's report.</p>	5-10 mins	<p>Motion – To accept the Chair's Report. Moved? Seconded? Unanimous/Majority/Lost</p>	Chair
7.	<p>Manager's Report presentation Manager presents report of the year.</p> <p>After Q&A discussion, move motion to accept Manager's report.</p>	5-10 mins	<p>Motion – To accept the Manager's Report. Moved? Seconded? Unanimous/Majority/Lost</p>	Manager
8.	<p>Financial Report Chair may introduce it &/or then it be presented by the Treasurer or auditor or accountant. Record all matters & 'Q&A' discussion about the Financial report After discussion, move motion to accept financial report.</p> <p>Financial Report (continued) SPECIAL NOTE 3: Check whether Rules/Constitution requires that an Auditor and/or a Solicitor needs to be appointed for the following year, if yes, have motion prepared.</p>	10-20 mins	<p>Motion – To accept the Financial Report as a true and accurate record. Moved? Seconded? Unanimous/Majority/Lost</p> <p>Motion – To appoint [company/person] as auditor for the year ended (next year) Moved? Seconded? Unanimous/Majority/Lost</p>	Chair Treasurer (or other) Chair Secretary
9.	<p>Election of Board Members Ensure election process of Board occurs as per Rules/constitution Move motion(s) to accept elected members to the Board. SPECIAL NOTE 4: Ensure motion(s) are passed and noted for all elected Board members, whether individually or collectively. SPECIAL NOTE 5: Check if the Rules/ Constitution require board appointments to occur at the AGM, or, at an ordinary meeting – prepare motions if needed.</p>	5-10 mins	<p>Motion – To accept (member's name) as elected Board member. Moved? Seconded? Unanimous/Majority/Lost</p> <p>Motion(s) [For appointed roles?]</p>	Chair Secretary

10.	<p>Proposed changes to the Rules / Constitution (if applicable)</p> <p><i>Draft motion(s) prior to AGM.</i></p> <p><i>Ensure motion is clear & specific for decision-making.</i></p>	5-10 mins	<p>Motion – To amend the Rules/Constitution by changing clause (#) from ('current wording') to ('new wording').</p> <p>Moved?</p> <p>Seconded?</p> <p>Unanimous/Majority/Lost</p>	Chair
11.	<p>Any other business</p> <p><i>Note – these items were identified at start of AGM (#1 item)</i></p> <p><i>Record all matters & 'Q&A' discussion raised about the 'other business' items added to Agenda.</i></p> <p><i>If necessary, draft a motion.</i></p>	5 mins	<p>Motion [As relevant to business item that needs a decision.]</p> <p>Moved?</p> <p>Seconded?</p> <p>Unanimous/Majority/Lost</p>	Chair
12.	<p>Close of meeting</p> <p>Check that all Agenda items and motions were addressed</p> <p>Acknowledge newly elected Board</p> <p>Wrap up & close the meeting</p> <p>Invite guest speaker to speak</p> <p>Thank attendees for coming & invite to stay for refreshments.</p>	5-10 mins		Chair
Refreshments provided				

