

This is a useful checklist to help you when you are planning your AGM. Add in any extra items that you require and delete those that don't apply to your organisation. Use this as a reference when you are reviewing your AGM after the event to help you in future years.

Before the meeting

- Check your governing document guidance on holding an AGM
- Plan your AGM together at a committee meeting (everyone then knows what is required, is part of committee development and training, and if someone isn't able to attend then others can step in to help if necessary)
- Prepare your agenda and decide who will do what
- Arrange a suitable date and time well in advance
- Book/arrange a suitable location
- Prepare the organisation's accounts and submit them in time to the independent examiner or auditor for the examination to be completed and for approved accounts to be sent to members
- If you are producing a printed annual review, create a timeline to make sure it will be back from the printers in time for your AGM
- Ensure notice is given of the AGM and that notices are sent in accordance with your constitution
- Ensure that your independent examiner is informed of the meeting if a company limited by guarantee, ensure that the auditor is informed of the meeting (this is a legal requirement for companies)
- Make sure your list of members is up to date
- Check the rules on elections and produce any necessary voting forms, make it clear when nominations have to be returned
- If postal/proxy voting is allowed deal with those votes before the meeting
- Check the rules on any motions that are being passed at the meeting, follow procedures and that notices are sent in accordance with your constitution
- If you are proposing any amendments to the governing document and you are a charity ensure that you sought OSCR's consents and notifications requirements as detailed in OSCR guidance
- Check last year's AGM minutes for matters arising or any other business items that need to be reported on at the AGM

At the meeting

- Meet and greet arrivals and direct to signing in desk
- Record attendance and check proof of eligibility to vote (provide voting cards if relevant)
- Hand copies of AGM agenda, minutes from previous meeting and accounts for those people who don't have them (alternatively can put these on chairs)

- Make sure the meeting is quorate before starting (you will find this in your governing document)
- Follow the agenda of the business on the AGM
- Have originals of accounts available to be seen
- Ensure minutes of the meeting are kept
- Ensure all decisions and motions are passed and recorded in minutes
- Approve the accounts and committee's report
- Ensure elections are held

After the meeting

- Send thank you's to any guest speakers and any other key people
- Make all necessary changes to the records
- Update membership and committee lists
- Write up all the minutes of the meeting (write up as soon as possible and get them provisionally agreed by the Chair)
- If the organisation is a limited company send all necessary information to Companies House within 14 days of the meeting (notifications of changes to the board, new board members as well as resignations and annual accounts)
- If the organisation is a charity send all necessary information to OSCR (must be within 9 months of the end of the financial year)
- If there are any changes to the governing document send this information to OSCR and Companies House following relevant guidance
- Organise committee or board members
- Have a short debrief at the first committee or board meeting in case you would like to do anything differently the following year
- Carry out induction procedure for new committee/board members

Published on the CVS Falkirk Resource Library (www.cvsfalkirk.org.uk)

Version: 1.0

Published: October 2017 Review date: October 2018