

## get it right on... AGM Checklist

### What is the purpose of an AGM?

- To allow your membership to hear reports from the Committee on the achievements and work of your group over the year.
- To elect the Committee for the next year
- To make any changes to the constitution

### Check your constitution for any regulations about your AGM, eg

- How often do you have to hold AGMs?
- How much notice are you required to give of the meeting?
- Who do you have to notify about the meeting?
- Do you have to send the notice of the AGM to your member's homes?
- How many people have to be at the meeting to make it official? (quorum)
- Do the group's accounts have to be examined (audited) before the AGM?
- Do nominations for new committee members have to be taken in advance or can you take them at the meeting? (It is usual to have a proposer and seconder for each nomination)
- How much notice is required if anyone wants to propose an amendment to the constitution?
- Book meeting room and set date and time

If you are a registered charity, you should follow the regulations concerning the Trustees Report and

Accounts. Remember if you are a registered charity, you will need the approval of the OSCR to amend your constitution.

### Notice of meeting

- Produce a notice giving details about the AGM & mail to everyone
- This should include date, time, venue and that elections will be held
- You may want to include the whole agenda or just highlight one or two items
- You will need to present a report on your finances for the year to your AGM.
- Do you need your accounts independently examined before the AGM

### Elections

- Make sure the minutes show who was nominated, the proposer and seconder for each candidate, the number of votes each person received, and who was elected for each post.

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- Decide on your voting system in advance and make sure it is explained clearly at the meeting.
- You may want to arrange a neutral person to count the votes

## Minutes

- Organise someone to take minutes of any decision made at the AGM. It is particularly important to have clear records of the elections and any changes to the constitution.
- Take a list of people attending the meeting so you can contact them afterwards

## Making it work

- Make the meeting enjoyable - make the business brief followed by a social event
- Have a speaker on a burning issue
- Have someone welcoming people at the door
- Introduce the present Committee
- Think about providing a crèche or organising babysitters
- Think about whether the room is accessible to all your members - could a wheelchair user attend the meeting? Think about having a loudspeaker system or an induction loop

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