

get it right on... chairing an AGM.

AGM Running Order Sheet for the Chair

Note on quorum: (Make sure a quorum is present before you start the meeting.)

Chairperson's Welcome

Welcome all members and any visitors.

Ask the Secretary to read out any apologies received to date and ask for any further apologies.

Minutes of previous AGM

Ask the Secretary to read the minute or have copies sufficient copies available for all.

Ask for a mover and a seconder that: 'That the minutes of the Annual General Meeting be accepted as a true and accurate record.'

If the minute is not accurate, ask for a suitable amendment then ask for a mover and seconder for the amendment.

Presentation of Annual Report

Briefly discuss the work of the last year from the perspective of the Chairperson

Ask for a mover and a seconder that: 'That the annual report be accepted.'

Ask for speakers for and against. If necessary, vote.

Declare the result.

Treasurer's Report

Invite the Treasurer to speak to the audited financial statements for the past year.

Ask for questions for the Treasurer.

Ask for a mover and a seconder that: 'That Treasurer's report and the financial reports be accepted.'

Ask for speakers for and against. If necessary, vote.

Declare the result.

Election of Committee/Board Members

Invite the nominated representative to report on the ballot for Committee/Board members.

Declare the result.

Any Other Business

The Constitution may allow discussion on matters directly related to the business which was indicated in the notice of meeting.

Close

Declare the meeting closed.

West Dunbartonshire CVS produces a range of resources covering different issues of interest to community and voluntary organisations. Please contact our team directly if you would like one-to-one support or advice on any issue.