

# 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.