

How to Make Your AGM a Success

For many sports clubs and organisations the autumn is the time for their Annual General Meeting and **runningsports** – Sport England’s portfolio of resources and support for sports volunteers – has put together a check list to help you achieve everything you need to do for your AGM.

The AGM – essential for constituted organisations – serves the following purpose:

- To highlight the progress and achievements of the organisation over the past 12 months
- To elect the Committee for the following year
- To make any changes to the constitution

The AGM is a great opportunity to make sure all your members feel part of a successful club. Try to make the meeting enjoyable – think about making the business part quite brief and follow with a social. Maybe a guest speaker or a raffle would encourage people to attend. The AGM should not be used to ‘surprise’ people with important issues about which they have no prior information.

Your constitution will include regulations about your organisation’s AGMs, for example:

- How much notice are you required to give people and how far in advance should you send out the Agenda?
- How many people have to be at the meeting to make it official (known as the quorum)?
- 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 a seconder for each nomination.)
- How much notice is required if someone wants to propose an amendment to the constitution?

The following table will provide a useful checklist to make sure nothing is missed in the planning. The task of organising the AGM usually falls to the [Secretary](#), but the [Treasurer](#), [Chairperson](#) and [Volunteer Co-ordinator](#) will also have a role to play.

ITEM	WHEN	WHO	COMPLETED
Set date and time	As early as possible	Secretary	
Book venue (accessible) if necessary	A month before	Secretary	
Prepare a set of accounts		Treasurer	
Meet with the auditor		Treasurer	
Check which of the current officers are willing to stand again		Volunteer Co-ordinator	
Seek nominations for any vacant		Volunteer	

positions		Co-ordinator	
Check the constitution to see if amendments are required		Chairperson	
Prepare the Annual (Chairperson's) Report: Statement of the club's vision Summary of the year's activities Record of the year's achievements Preview of the coming year		Chairperson	
Send the Agenda*, minutes of the previous AGM, notification of any proposed changes to the constitution and other documentation to all members	Two weeks before	Secretary	
Organise the catering		Secretary	
Organise any technical equipment needed		Secretary	
Ensure all the formalities are carried out by asking for a proposer and a seconder and then a vote by all present (a show of hands is fine) Accepting the minutes of the previous AGM Approving the Chairperson's Report Approving the Treasurer's Report Accepting (or not) any proposed changes to the constitution	At the AGM	Chairperson (Secretary to note all the details)	
Present the Chairperson's Secretary's and Treasurer's Reports		Chairperson Secretary Treasurer	
Ask for nominations for vacant positions (these will either have been given in advance or can be made at the meeting, with the nominee's permission)		Chairperson	
Organise an election for positions where there is more than one nomination – either a show of hands or a secret ballot		Chairperson	
Produce minutes	One week after the AGM	Secretary	
Write welcome letters to people who are joining the committee		Volunteer Co-ordinator	
Post important news from the AGM	Two weeks	Secretary	

on the club noticeboard/website etc	after the AGM		
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***Sample Agenda**

- Apologies for absence
- Minutes of the previous AGM
- Matters Arising
- Chairperson's Report
- Secretary's Report
- Treasurer's Report
- Election of Officers
- Date of next meeting (if known)
- Guest Speaker (optional)