Steps To a Successful Annual General Meeting (AGM) Checklist

**TWO MONTHS BEFOREHAND**

| **Action** | **Notes** | **Responsibility** | **Due Date** | **Date Completed** |
| --- | --- | --- | --- | --- |
| Determine the date and venue for the AGM | * consider when last year’s meeting was held and when enrolments for the next year are confirmed for new families to be included * avoid, if possible, excessively busy periods or school holidays * ensure it complies with the requirements of the constitution and the Incorporated Associations legislation |  |  |  |
| Pass a resolution at the committee meeting to call the AGM at the agreed date |  | Committee |  |  |
| Ensure the register of members is accurate and up to date | * the register is used to:   + notify members of the AGM   + determine eligibility for election to the Committee of Management   + voting rights | Secretary |  |  |
| Notification and advertising | * refer to the constitution for the minimum notification period, how it needs to happen and what to include i.e. proxy and nomination process * consider other appropriate means of advertising, e.g., personal invitations in children’s notice pockets and to new families, posters, regular spots in service newsletter, approved social media platforms personally calling new families. |  |  |  |
| Decide on nomination process and prepare nomination forms | * determine committee member requirements as set out in the constitution * prepare brief outline of the responsibilities of each committee member to be included with the nomination form * nominations should be made in writing * ensure that the final date for nominations to be received is clear and there is a system in place for nominations to be received safely * include a copy of the nomination form with the notice of the AGM. |  |  |  |
| Decide on the format of the meeting | * determine the general format of the night * consider what worked well or not well at past AGMs * will there be a guest speaker? If so, who? |  |  |  |
| Nominate an independent returning officer | * when there is an election of committee member/s. |  |  |  |
| Organise a financial review/audit as outlined below |  | Treasurer |  |  |

**Financial Statement Review and Audit Requirements Under the Associations Incorporation Reform Act 2012 (the Act) and ACNC Guidelines for Charities"**

The CoM must confirm the organisation’s review and reporting procedures consistent with the tier (level) under the Act outlined below.

| **Type of Association** | **Description** | **Requirement Regarding Review or Audit of Financial Statements** |
| --- | --- | --- |
| Tier 1 association | * total revenue\* of less than the prescribed amount, or if no amount is prescribed an amount of $250,000; or * where the Registrar has declared the association as a Tier 1 association | There is no requirement to review or audit the financial statements before submitting them to the AGM.  However, financial statements must be reviewed before being submitted to the AGM if:   * at a general meeting of the association, a majority of the members present vote to do so, or * the association is directed by the Registrar to do so.   The review must be done by an independent person, who is a member of, or holds a current practising certificate from:   * CPA Australia, or * The Institute of Chartered Accountants in Australia, or * The Institute of Public Accountants, or * who is approved by the Registrar to review financial statements. |
| Tier 2 association | * an association which is not a Tier 1 or Tier 3 association as defined in the Act; or * where the Registrar has declared the association as a Tier 2 association | Before the financial statement of a Tier 2 association is submitted to members at the AGM, it must be reviewed by an independent person who is a member of, or holds a current practising certificate from:   * CPA Australia, or * The Institute of Chartered Accountants in Australia, or * The Institute of Public Accountants, or * who is approved by the Registrar to review financial statements. |
| Tier 3 association | * total revenue of less than the prescribed amount or if no amount is prescribed, an amount of more than $1,000,000 | Before the financial statement of a Tier 3 association is submitted to members at the AGM, it must be audited by an independent person who is:   * a registered company auditor, or * a firm of registered company auditors, or * a member of, or holds a current practising certificate from:   + CPA Australia, or   + The Institute of Chartered Accountants in Australia, or   + The Institute of Public Accountants * an independent person who is approved by the Registrar to review financial statements. |

\* Total revenue for this purpose is the total income of the association during the last financial year from all its activities; before any expenses, including the cost of goods sold are deducted.

ONE MONTH BEFOREHAND

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| --- | --- | --- | --- | --- |
| **Action** | **Notes** | **Responsibility** | **Due Date** | **Date Completed** |
| Determine what reports are required |  | Committee |  |  |
| Prepare reports | * President’s report * Treasurer’s report * Staff report | President  Treasurer |  |  |
| Prepare the agenda | Refer to the constitution for information about the business of the meeting (Refer to Agenda – Annual General Meeting Template) |  |  |  |
| Consider how to encourage people to attend | * personal invitations, phone calls, social occasions to meet current committee, reminders at the door before and after sessions * guest speakers to present on topics that may be of interest to parents. If inviting a guest speaker, make contact with the speaker and book them for the meeting |  |  |  |
| Special guests | Mail/email invitation to special guests such as local councillors, representatives from local schools, local maternal–child health nurses, church representatives if part of a church community, sponsors/donors, and other local community organisation representatives. |  |  |  |
| Arrange catering [if applicable] |  |  |  |  |

One Week Beforehand

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| --- | --- | --- | --- | --- |
| **Action** | **Notes** | **Responsibility** | **Due Date** | **Date Completed** |
| Prepare run sheet for the meeting. |  |  |  |  |
| Ensure financial reports are confirmed and certified as required |  | 2 committee members |  |  |
| Confirm guest speaker and returning officer: | * phone to ensure they are still available and have all the correct details, such as time, date, address * any special requirements needed, i.e. technology * send copies of the agenda to committee members, guest speakers and anyone else actively involved in the AGM |  |  |  |
| Establish a subcommittee to be responsible for setting up the venue | * determine seating requirements * ensure any audio/video equipment that is required for the AGM has been secured at the venue * consider time for setting up beforehand i.e. program finish time * let cleaner know of change to schedule, if relevant * draw up a plan of the room to assist with re-setting after the meeting. * ensure there are enough tables for signing in, committee, others |  |  |  |
| Determine catering requirements (set up a subcommittee if required) | * food and beverages: * set a budget for expenses * organise catering and drinks for the event * when will food and beverages be served? * ensure adequate supply of cups, saucers, spoons, plates, hot water and so on * finalise set up and clean up arrangements |  |  |  |
| Prepare (photocopy) documentation for distribution to all attendees | * agenda * past AGM and/or Special General Meeting minutes * reports such as the President's report, auditor’s report if applicable * prepare information for distribution, for example, booklets, folders * if it is also an information night, there may be additional requirements such as handbooks, group information and enrolment forms |  |  |  |

On the Night

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **Notes** | **Responsibility** | **Due Date** | **Date Completed** |
| Prepare the venue | * name tags for current committee members and staff * sign-in table, membership list, attendance forms, pens * information packs ready to be handed out to members and guests * determine staffing requirements |  |  |  |
| Registration of attendees |  |  |  |  |
| Conduct the meeting as per the agenda: | * current President chairs the meeting * start on time and keep as brief as possible * make sure any special guests are welcomed |  |  |  |
| Conduct elections | As set out in the constitution. |  |  |  |
| Determine date of handover meeting to the new CoM |  |  |  |  |
| Exchange contact details of new committee members |  |  |  |  |

One Week After the Meeting

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| --- | --- | --- | --- | --- |
| **Action** | **Notes** | **Responsibility** | **Due date** | **Date completed** |
| Send thank you notes to special guests. |  |  |  |  |
| Prepare minutes, distribute to members of the association and store in a safe place to have confirmed at the next AGM | The minutes are an official record of what took place and should be handed over to the new secretary | Secretary |  |  |
| Send AGM minutes and financial reports to local council if required |  | Secretary |  |  |
| Notify the Registrar of Associations about the change of details of committee members and of the Secretary within 14 days of the AGM |  |  |  |  |
| Convene the handover meeting | * set a time for the first meeting of the new committee * complete and submit the change to approved provider form to the DE within 14 days * Refer to Handover Meeting Checklist for more information |  |  |  |

Three Weeks after the Meeting

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| --- | --- | --- | --- | --- |
| **Action** | **Notes** | **Responsibility** | **Due date** | **Date completed** |
| Complete and submit the annual statement to the Registrar of Associations within one month of the AGM/ACNC | These reports/forms must be kept for seven years. | Secretary |  |  |
| Ensure required documentation has been sent to DE within 14 days of the AGM |  |  |  |  |
| Convene the first meeting of the new committee |  |  |  |  |
| At the first meeting of the new CoM | * distribute contacts list * set the meeting dates for the year * follow up any unfinished business from the previous committee * set up staffing subcommittee (liaison officer), complaints subcommittee and any other subcommittees that may be required * decide and authorise any required delegation of authority to executive and subcommittees * sign confidentiality agreements and Code of Conduct * plan to attend ELAA committee training. |  |  |  |