



## **Grower Group Alliance**

### **How to Run an Effective AGM Guide**

The Annual General Meeting (AGM) is often viewed as a lot of work for not much return, however if approached correctly, the AGM can inject new ideas, enthusiasm and energy into a group. When time is taken to properly prepare for an AGM, it can be an opportunity to provide members, the general public, the committee and local media with an insight into the group's current position and vision for the future.

#### **What is an AGM?**

The AGM is the event that can determine the direction of a group over the following 12 month period. It has a variety of formal procedures, however it should be a positive experience rather than a dreaded one. The majority of AGM's will require the group to present the annual accounts and report, and elect key office bearers.

In most Australian states it is a legal requirement for an incorporated organisation to hold an AGM. If you are an incorporated organisation, it is recommended that you check your legal obligations in your state or territory.

#### **Setting the date**

When setting a date for the AGM, it is important to check legal requirements as some states have dates set by legislation for AGM's to take place. If this does not affect you, then it is a good idea to hold the AGM while the financial statements are still fresh.

#### **AGM Attendance**

Ensuring all relevant members and stakeholders are aware of the AGM taking place directly impacts on the number of people who attend and therefore the success of the AGM. Your AGM should be advertised in local media and publications, as well as direct communications where possible to encourage people to attend. To help with attendance, you could invite a guest speaker or make an important announcement, resulting in increased media attention or interest from outside your usual audience.

#### **Prior to the AGM**

A number of planning tasks should be covered prior to the AGM taking place:

- Determine which office bearers plan to re-nominate for the following year. Once you know this information, it's a good idea to circulate the vacancies, including a list of duties and responsibilities, to attract more possible nominations.
- Prepare an annual report for the group and make this available to members. This should include annual accounts and a summary of the year's activities and achievements. As well as the previous year information, it should also include a preview of the coming year's activities and reiterate the group's vision.



## **During the AGM**

There are certain activities that should occur during the AGM:

- Separate motions will be required to accept last year's AGM minutes, the chairman's report and treasurer's financial report.
- Nominations should be held for key office bearers such as the chairperson, deputy chair, secretary, treasurer and committee members. A vote will be required in the case of multiple nominations for one position.
- Provide sufficient time in the meeting for open exchange of opinions so that issues that could affect your membership base will be brought into the open.

At the conclusion of the AGM, the first meeting of the new committee should be set for any handovers to occur. This includes documentation, bank details, stamps etc. and organising to change signatures for group bank accounts.



## Sample AGM Agenda

- 1. Welcome**
- 2. Attendance**
- 3. Apologies**
- 4. Confirmation of minutes from previous Annual General Meeting**
- 5. Business arising from previous Annual General Meeting**
- 6. Treasurer's report**
- 7. President's report**
- 8. General business**
- 9. Election of new office bearer's**
- 10. Vote of thanks for outgoing office bearer's**
- 11. Notice of motion/s**
- 12. Close**

*Acknowledgements: Our Community, Simple Secrets of Successful Community Groups, Volume 1*