



Getting Organised for your ATM

Annual General Meeting Checklist

The purpose of an AGM is to: -

- Allow members to hear reports from the committee on achievements and work over the past year, including a financial report.
- Elect a committee

■ CHECK YOUR CONSTITUTION

Hold your annual general meeting (AGM) within 6 months after the close of the association's financial year. An association's constitution must specify its financial year.

■ ESTABLISH A VENUE, DATE & TIME

If you are an incorporated association, the legislation in NSW requires that you advertise your AGM at least 14 days in advance, however; some constitutions require 21 days or a month beforehand. Book a venue and then set the date in consultation with current committee members.

■ ELECTION PREPARATION

Confirm which of your current members and office bearers (Chair, Vice Chair, Secretary, Treasurer) will be re-nominating for the coming year and who will be retiring. Check your constitution to see if anybody is ineligible to stand.

If there are vacancies, make sure that you have approached people who are willing to fill the positions and remember that there may be people who come forward at the meeting itself. Most importantly, try to ensure that you have enough nominations to fill the available positions.

Decide on how people will vote and consider getting nominations in writing for record keeping purposes.

■ FINANCIAL REPORT

Present your audited accounts at the AGM, leave enough time for the auditor to go through your books and prepare your accounts. Ensure that the auditor knows the exact date of the AGM. Have a nomination ready for the position of next year's auditor from somebody who you have approached and who is willing to act.

■ MINUTE TAKER

Make sure you have allocated someone to take the minutes, as this is an important record of the meeting

and required for the following year. The minutes need to record the name of everyone nominated, the proposer and seconder for each position. All other actions also need to be documented.

■ RETURNING OFFICER

Appoint someone as the returning officer to conduct the election process. This could be an ex-committee member, school principal, or other community member.

■ THE AGENDA

By law your AGM agenda must include certain items – use the sample below as a starting point.

- Welcome by Chairperson
- Apologies
- Confirmation of minutes of the previous AGM
- Business arising from the minutes
- Chair Persons Report – Written, and with a verbal summary on the night giving details of the previous years activities.
- Coordinator's Report – attendances, highlights, future plans
- Treasurer's Report and presentation of audited financial statement
- Election of Auditor for the following year.
- Returning Officer is appointed – Stand-down of all the committee members, call for nominations, election of new committee., including Public Officer. Check the constitution for number of members required.
- General Business – New Chairperson resumes the chair, welcomes new committee. Any questions from the floor
- Close of meeting – Date is set for next ordinary meeting.

■ POST AGM

The following forms must be completed and sent to the Department of Fair trading. Download them from: - www.fairtrading.nsw.gov.au

- Form A9 - Notice of appointment of public officer and Notice of change of association address
- Form A12 - Annual summary of financial affair

The public officer is required to lodge an annual summary of financial statement given at the AGM within one month after the holding of the AGM and not later than 7 months after the end of the financial year of the association, whichever is earlier.

OTHER RELEVANT OOSH DEVELOPMENT FACTSHEETS: 8A, 8B, 8C & 8D



66 Albion Street, Surry Hills, NSW, 2010
Telephone: 02 9212 3244 Fax: 02 9281 9645
www.netoosh.org.au