

Your AGM

What is an AGM?

AGM stands for **Annual General Meeting** and as outlined in your society/club constitution, you must host one as part of its democratic process every year to which **all members of the club/society should be invited.**

The AGM provides you with the opportunity to let members know what the committee has achieved over the past year and gather feedback for what could be done in the future. You should also discuss your financial accounts and talk through with members if you have made or lost money over the academic year.

This is just an idea of how you might wish to **format your AGM.**

- **Report of the Year:** Committee to give an overview of the year and what was achieved.
- **Finances:** Vice Chair Finance and Admin to discuss accounts and explain the financial state of the society.
- **Questions:** Take any questions from members about the activities of the Society over the previous year as well as collecting feedback to improve next year.
- **Constitution:** Every club/society must have a **constitution**, and this should be based on the template provided by the Students' Union and can be found here: https://www.worcsu.com/sports_activities/hub/
- **Elections:** All your elections will be held online unless already agreed with the SU, but you can use the AGM as an opportunity to allow all candidates for committee roles to give a short speech explaining why they think they are suitable for the position. The Chair should then explain to members how to vote online.

When should the AGM be held?

You need to hold your AGM before the end of the summer semester in order to give enough time for the current committee to hand over to the new committee. We recommend holding this during the Activities Election period.

Make sure that you:

- Choose a time, day and venue which is suitable for members and is accessible to members
- Think about whether holding the AGM in person or online will be most beneficial for your members

- Publicise the AGM well in advance to your members as outlined in your constitution all members should be given a **10 day notice minimum** and ensure they all have the agenda (an outline of the items which will be covered during the meeting)

Please know if you plan to hold any items that need to be approved, for example a change to your constitution, you will need to hit quoracy for this to be valid. Quoracy is having at least 20% of paid members present and voting.

Vice Chair Finance and Admin duties

The **Vice Chair Finance and Admin** plays an important role in the AGM and has responsibility for the following:

- Ensuring that all **members** have access to an **agenda**
- Preparing a **summary of the financial state** of the society/club
- Ensuring all **members** have access to the **minutes of the previous AGM**
- If the meeting is held online (we recommend Microsoft Teams) that **members** receive the link in advance
- Ensure that a record is made of any apologies received before the meeting and of the names of all **members** attending the AGM
- Ensuring that an accurate record of the proceedings of the meeting is kept (these will be the **minutes** of this AGM).
- Ensure a copy of the minutes is forwarded to the Students' Union - Hannah Heskin (Student Activities Administrator hannah.heskin@worc.ac.uk)

Resources

To help you with your AGMS we have created the following resources, these can be found here on the committee resource hub:

- [AGM Checklist](#) - this walks you through the steps you will need to take **before, during and after** your Annual General Meeting.
- [Agenda Template](#) - a template agenda you can use to set your agenda for your AGM.
- [Minutes Template](#) - a template you can use to record the minutes from your AGM.

For further guidance you can retake the ['How to Hold a Committee Meeting'](#) Online Module.