**AGM Planning for your society**

**How to prepare for your AGM**

Each Society must have an AGM (Annual General Meeting) once a year. The meeting is open to all your members to attend and it is your chance to reflect on what your Society has been up to and can look forward to the year ahead. It is also where you hold your elections- to elect in your new committee.

Any member of the Students’ Union is eligible to put their name forward for a position on a Society committee. The committee positions must include a Chairperson, Secretary and Treasurer at a minimum, although you can add on extra positions, for example Media Officer or Events Planner and these positions will also need to be included in the vote.

**Before the AGM**

1. Think about where you want to hold the meeting. Will it be big enough for at least 20% your members turn up? Do you need music and display equipment?
2. You should be keeping good financial records all the way through the year but especially leading up to your AGM. Think about how you can present your financials in the best for your members to understand. A report should include your breakdown of income and expenditure. If you have any outstanding debts/loans make sure you include these so that your members know what the group has committed to financially.
3. If you are electing your new committee at the AGM collect in nominations beforehand. You might want candidates to prepare a statement about why they want the positions/what they would do on the committee and circulate these to your members beforehand. Elections can be run early in the year if a committee member is stepping down from their role.
4. It is good practice to prepare a report about the core events and activities of your Society in the last year. This should include things related to your Societies development, for example:
* How is your recruitment of members over the year? Is there any way you could improve this?
* Events: review the events you’ve hosted over the year and discuss any future plans.
* Levels of participation: are you happy with the level of commitment / attendance / performance from members? How can this be improved?
* Membership fees: if the society had a membership fee, did it cover the society expenditure? Do you need to raise more money?
* Training: is your equipment sufficient? Are your facilities suitable? Is there anything that would help how your society operates in the next year?
* Publicity: are you reaching a large enough audience? If you have social media accounts, how many followers do you have? Could you boost your engagement any better?

**At the Event**

1. Sign in: at your AGM it is important to make a record of who attends the meeting. Sign everyone in and check them against your membership records. **Only full members** of your group can vote on a new committee or amendments to your constitution.
2. Welcome: there may well be plenty of people in attendance who have not been to any formal group meetings before so welcome them and outline how the meeting will progress.
3. Committee reports: make use of the rest of your committee too e.g. secretary could give a run-down of all the social events this year.
4. Financial report.
5. Introduce Chairperson, Secretary and Treasurer candidates and vote on a new committee. Proxy votes can be collected.
6. Vote on any other issues e.g. membership fees, changes of activity location.
7. AOB (Any Other Business).

**After the AGM**

1. Send the minutes to your members, so that anyone that wasn’t there can see what happened.
2. Complete the handover paperwork to re-affiliate your group for the coming year and give to the Student Groups Advisor.

If you want any more advice or guidance in the run-up to your AGM please contact the Societies Coordinator at societies@wolvesunion.org