**AGM Planning**

**How to Prepare for your AGM**

Each UoW Students’ Union Society must have an AGM (Annual General Meeting) once a year. It is your Societies most important democratic meeting. It is open for 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. In order to be best prepared and to make the most of the meeting just follow these simple steps.

**Before the AGM:**

a) 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?

b) 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.

c) 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.

d) 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 e.g.

• Recruitment of members

• Event: future planning or reviewing past events

• Levels of Participations: Are you happy with the level of commitment/attendance/performance? How can you improve? Do you need to congratulate members?

• Sponsorship/membership fees: Do you need to raise more money?

• Training: Is your equipment sufficient? Are you happy with your coach/dance teacher/pottery teacher/speakers? Are your facilities suitable?

• Publicity: Are you writing match reports/profiles for the paper? How many Twitter followers do you have?

**At the event:**

a) 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.

b) 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.

c) Presidents report: make use of the rest of your committee too e.g. secretary could give a run-down of all the social events this year.

d) Financial Report

e) Present candidates and vote on new committee

f) Vote on any other issues e.g. membership fees, changes of activity location

g) AOB (Any Other Business)

**After the AGM:**

a) Send the minutes to your members, so that anyone that wasn’t there can see what happened.

b) Complete the handover paperwork to re-affiliate your group for the coming year and give to the Societies Support Coordinator.

If you want any more advice or guidance in the run-up to your AGM please contact Ellie, the Societies Support Coordinator at E.Lodge-Chilton@wlv.ac.uk