An annual general meeting (AGM) is a meeting that official bodies and associations involving the general public are often required by laws (or the constitution, charter, by-laws, governing body) to hold.

An AGM is held every year to elect the board of directors and inform their members of previous and future activities. It is an opportunity for the shareholders and partners to receive copies of the company’s accounts as well as reviewing the fiscal information for the past year and asking any questions regarding the directions the club will take in the future. The AGM can be scheduled in conjunction with Club Presentation Night/Day or an event that attracts a large number of members to ensure the minimum number of people are present for the AGM.

**AGM Preparation**

Setting and publishing a date

The AGM is usually organised by the club Secretary with the support of the other committee members. The AGM may be required to be held within a specific time frame by legislation. E.g. within three months of the end of the financial year. Even if not required by legislation it is recommended to hold the AGM while the financial statements are still fresh.

The date of the AGM must be made public to members and members of the public. The amount of notice required to be given differs from state to state and may be written in to the club constitution. Best practice would be to give over a months’ notice of the date and location of the AGM and advertise the meeting in a newspaper that covers the club’s community.

Board / Committee Member Nominations

At the board / committee meeting prior to the AGM it is recommended to confirm who will be re-nominating for the coming year and who is seeking to relieve their position. The club’s constitution may have guidelines in regard to maximum length of service, ineligibilities to be nominated etc.

If there are vacancies, the club constitution may have guidelines on how a new board or committee member is elected. In some instances suitable candidates may be approached prior to the AGM to be nominated, people may also come forward at the AGM to be nominated. In some instances the position may be have to be advertised publicly.

Auditor

If your club is required to present an audit of the accounts at the AGM, ensure that the auditor has been notified and given the required completion date. The auditor may also be required to be re nominated as the club’s chosen auditor for the following year. Have permission from the club’s chosen auditor and the nomination ready for the AGM.

AGM Papers

The following reports may be required to be prepared as part of the AGM agenda and shared amongst members prior to the AGM.

1. Annual Report
	1. Financial accounts
	2. A summary of the year’s activities
	3. A record of the years achievements
	4. A preview of what is planned for the next year
	5. Chairpersons Report
	6. Treasurers Report
	7. Head Coach’s Report

Preparing the agenda

The agenda should consist of the following items and shared amongst members prior to and on the day of the AGM. An example agenda can be found on Appendix 1.

* Welcome by AGM chairperson
* Apologies
* Confirmation of minutes of the previous AGM
* Chairperson’s report
* Presentation of the audited financial statement
* Treasurer’s report
* Head Coach’s Report
* Election of new Board / Committee members
* General Business
* Date of next AGM (If known at this point)
* Close of AGM

**The Annual General Meeting**

The procedures at the AGM are very similar to those of an ordinary committee meeting including the recording of meeting minutes.

Motions

Motions must be moved:

* To accept the minutes of the previous AGM
* To approve the Chairperson’s report
* To approve the Treasurer’s report (including financial statement)

Motions must be seconded, and a vote taken if necessary (a show of hands qualifies as a vote)

Board / Committee Nominations

Nominations for Board or Committee members must be called for from the floor. If more than one person nominates for any position, or there are more nominations than places on the board, there must be an election process. The election can consist of a show of hands at the AGM or by a secret ballot.

Some club’s may have a nomination and/or election process written in to the club constitution which should be followed when a place becomes available on the club’s board / committee.

General Business

The AGM is an opportunity for the club to interact with members and the general public and therefore should be hosted as professionally as possible to reflect positively on the swimming club. Any questions arising from the floor during the general business agenda item should be responded to with the best interests of the club in mind at all times.

**After the AGM**

Documentation

The recorded minutes of the AGM should be written up immediately following the close of the meeting to ensure an accurate recording of the AGM has occurred.

The AGM minutes should be filed accordingly and accessible to the relevant board / committee members in anticipation of next year’s AGM. An example of AGM Meeting Minutes can be found on Appendix 2.

Board and Committee Member Handover

Any board or committee members stepping down from their position should prepare a handover of their position in anticipation of the new member taking over. This handover would include any relevant point of contact changeovers, access codes, passwords and keys.

If any board or committee member steps down from their role that was a signatory to the club’s banking this must be changed immediately and update with a new signatory upon the completion of the position handover.