



FACT SHEET - THE ANNUAL GENERAL MEETING (AGM)

INFORMATION FOR VOLUNTEER ORGANISATIONS

THE ANNUAL GENERAL MEETING

The Annual General Meeting (AGM) must occur within 6 months of the end of your organisation's financial year.

The purpose of the AGM is to report to the membership on the financial position of the organisation, to present and review the audited financial statements, to reflect on the activities of the previous year, and to conduct the election of office bearers.

CALLING THE AGM

The rules of the association will state how to call an AGM, how to provide notice to the membership, and the process of notifying the membership of any special resolutions for consideration.

The secretary must notify the membership of the AGM at least 14 days in advance, and provide details of any proposed special resolutions at the same time. This can be done in the same document. The rules of the organisation may also require public notice to be made about the AGM, for example in the local paper.

Check if current officer bearers are re-nominating or retiring. If there are to be vacancies, canvas the membership and others for interest in nominating to fill these roles. Confirm the nomination process is known, and that nomination forms are available if required.

The documents required to be prepared and available prior to the AGM are:

- minutes of the previous AGM
- Annual Report
- audited statements

This is a sample agenda for the AGM:

1. Welcome
2. Apologies
3. Confirmation of the previous AGM minutes
4. Business arising from these minutes
5. President's report
6. Treasurer's report and presentation of the audited financial statement, and appointment of the auditor
7. Election of Officer Bearers
8. General business
9. Guest speaker (optional)
10. Close



CHINCHILLA COMMUNITY CENTRE

MEETING PROCEDURE

AGM meeting procedure is basically the same as any general committee meeting.

The following motions must be moved:

- To accept the minutes of the previous AGM
- To approve the report of the president/chair (the Annual Report)
- To approve the Treasurer's Report (the audited report).

All motions must be moved and seconded, and a vote taken.

ELECTION OF THE INCOMING MANAGEMENT COMMITTEE

In Queensland, an incorporated association must have a committee elected from the membership of the organisation. There must be at least three members of the committee, including a president and a treasurer. This will be documented in your organisation's rules or constitution.

It is common for bankruptcy and the conviction for certain offences to exclude membership of the management committee. Further information is available on the websites for the Office of Fair Trading and the Australian Charities and Not-for-Profits Commission websites.

The process for nomination of committee members and the conduct of elections for each organisation is contained within their rules. Candidates must be nominated, and this nomination seconded, before being accepted or declined by the nominee. When there is the same number of nominations as there is vacancies for each role, the candidate may be elected unopposed. Where there are multiple nominations for any given role, a vote will occur. Election may be by show of hands or secret ballot.

VICE PRESIDENT/DEPUT CHAIR

- Ensure the minutes of the AGM are written up as soon as possible after the meeting. They may be required at the bank for proof when changing signatories.
- Complete and submit the Annual Return to the Office of Fair Trading, and (if required) advise the Australian Charities and Not-for-profits Commission of any change in Responsible Persons.
- Retiring office bearers should brief the new incumbent, and hand over all documents, bank details, keys, passwords, and other property of the organisation.
- Complete the necessary banking forms to add or remove any account signatories as required.