

# How to run an AGM (ANNUAL GENERAL MEETING)

## WHAT IS AN AGM?

- a meeting held annually that is required by law or the group's constitution or rules;
- it is the forum to elect officers for the organisation (e.g. Chairperson, Secretary, Treasurer), and is important to provide an opportunity for stakeholders to review the state of the organisation and to report on performance;
- it is an opportunity to promote your organisation and to let your community know what you've been up to – it should be well publicised and welcoming to all (current members and the public).

## SOCIETY VS TRUST

Is your organisation an Incorporated Society? If so then be aware that you are legally required to hold an AGM every year. If your organisation operates as a Charitable Trust then you don't actually need to have an AGM unless your deed prescribes it (although an AGM is good practice and a great way to promote your organisation).

## SAMPLE AGENDA

- welcome by Chairperson
- apologies
- confirmation of minutes from previous AGM
- matters arising from the minutes
- correspondence
- Chairpersons annual report
- Treasurer's report and presentation of financial statement
- election of office bearers
- general business
- guest speaker (if appropriate)
- date of next meeting
- close of meeting

## ENCOURAGING ATTENDANCE

- provide refreshments;
- invite a guest speaker;
- build the agenda around members concerns or issues;
- hold the meeting in pleasant surroundings and at a convenient time;
- check with other community groups in your area when they are having their AGM – so you don't clash with dates and times.

## MEETING FORMAT *(Suggested format only)*

### WELCOME

I declare the .....th Annual General Meeting of XXXX XXXXXXXXXXXXXXXXXXXX open. It is a pleasure to welcome (name any important visitors, patron, sponsors, etc.) and all members. Thank you for showing your interest by coming here tonight.

The Annual Reports and Annual Accounts have previously been circulated for your approval.

### APOLOGIES

I now call for any apologies.

I move that these apologies be accepted.

Secunder.

Those in favour please say Aye. Against? CARRIED.

### MINUTES

The minutes of the last Annual General Meeting have been circulated.

Are there any amendments?

Would someone move that this is a true and correct record of what took place at the last AGM.

Secunder.

Those who were present and are in favour please say Aye. Against? CARRIED.

The Chairperson now signs the minutes as correct.

### MATTERS ARISING

Is there any business arising from the minutes?

Briefly discuss any topics raised.

*(continued on next page)*

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## ANNUAL REPORT

I will now present the Annual Report.

I move that the (year) Annual Report of the XXXX  
XXXXXXXXXXXXXXXXXX be received.

Secunder.

The Chairperson reads the report.

The report is now open for discussion.

There being no (further) discussion would someone move  
that this report be adopted.

Secunder.

Those in favour please say Aye. Against? CARRIED.

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## FINANCIAL REPORT

I now call on the Treasurer to present the Financial  
Report.

Treasurer: I move that this report be received.

Secunder.

Chairperson: The report is now open for discussion.

The Treasurer comments on or reads the report, and  
answers questions.

There being no (further) discussion would someone move  
that this report be adopted.

Secunder.

Those in favour please say Aye. Against? CARRIED.

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## ELECTION OF OFFICERS

The next item on the agenda is the election of officers.

### Office Of Chairperson

I shall now vacate the chair and hand over to the  
Secretary. (If the Chairperson is not standing for re-  
election she/he may stay in the chair).

Secretary: ..... has been nominated for the  
position of Chairperson.

Secunder.

(If there is only one nomination, no vote is required.)

I am very pleased to declare that ..... is elected /  
re-elected as Chairperson.

(Chairperson resumes chair.)

### Office Of Secretary

..... has been nominated for the position of  
Secretary.

Secunder.

(If there is only one nomination, no vote is required.)

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Information prepared by



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## LINKS / WHERE TO GO FOR MORE INFORMATION:

[www.community.net.nz/how-toguides/crk/](http://www.community.net.nz/how-toguides/crk/) (section 6)

[www.cvsfife.org/publications/agm.htm](http://www.cvsfife.org/publications/agm.htm)

I am very pleased to declare that ..... is elected /  
re-elected as Secretary.

### Office Of Treasurer

(Follow the procedure described for Secretary above.)

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## COMMITTEE MEMBERS

I move that those members willing to stand for the committee  
be elected as one body.

The following people have indicated that they are willing to  
stand again. (List them).

Are there any further nominations? (List them).

Secunder.

Those in favour please say Aye. Against? CARRIED.

..... are duly elected.

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## GENERAL BUSINESS

The next item on the agenda is general business.

Is there any general business?

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## NEXT MEETING

The date of the next meeting will be .....

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## CLOSE MEETING

There being no (further) general business, I declare this  
Annual General Meeting closed. (time)

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## VOTING/DECISION RULES

How will decisions be made – by voting or consensus?  
Check your group's deed document or rules – this will state  
how decisions are to be made and it will also include other  
important rules such as whether the Chairperson has an  
additional casting vote if the voting is tied.

## CHANGING OFFICERS

Your organisation's rules will prescribe how the officers will  
be nominated for election. Usually this happens before the  
AGM. If your rules allow for nomination and election on the  
same day, it is a good idea to approach anyone you think  
would be suitable for an officer position before you hold  
your AGM. That way you won't put anyone on the spot with  
nominations at the meeting – nominated people should be  
given time to consider if they have the desire, skill, & time to  
commit to the position. If the nominated person will be absent  
from the AGM they should give a written consent to the  
Secretary that they agree to the nomination.

Make sure you check your group's rules or constitution as  
they may require trustees/committee members to rotate after  
a certain period of time. You will also need to be aware of any  
specific rules that may apply to your committee formation (for  
example there may need to be a certain number of members  
from each area or town in your district).

*For more information or help you can also contact your local  
Community Development Planner at Venture Southland:  
143 Spey Street, Invercargill  
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