

AGM PREPARATION CHECKLIST



1. DATE AND TIME

Finalise date and time for AGM.

Aim for at least
8 weeks
prior to AGM



2. PREPARE FINANCIALS

Ensure the financial statements and audit report are prepared and available for members to review well in advance of the AGM.

Note: The financial statements and audit or verification report **MUST** be presented at the AGM.



3. CALL FOR NOMINATIONS

Officially call for nominations for management committee positions and expressions of interest for any non-committee positions. Ideally circulate position descriptions with the call for nominations. The call for nominations can be via correspondence, email, web/social media announcements or on a noticeboard.

At least
28 days
prior to AGM



4. VENUE

Finalise venue and catering (if relevant)



5. NOTICE TO MEMBERS

Officially call the AGM by giving notice to members. Include detail of the date, time and venue and all business to be transacted at the AGM. The management committee is to decide the way in which notice is to be given to members (e.g. correspondence, email, web/social media announcement, noticeboard).



6. PROXY FORMS

Prepare proxy forms and make them available to members on request.

At least
14 days
prior to AGM



7. RECEIVE NOMINATIONS

Receive nominations for management committee positions to be elected at the AGM.



8. NOMINATION LIST

Make a list of all management committee candidates' names in alphabetical order, with the names of the members who nominated each candidate, open for inspection by members (e.g. noticeboard).



9. AGENDA

Prepare the official agenda, including only the business that was included on the notice of AGM. Use meeting software for efficiency. See meetingTRAC.com.au for the best meeting management software.



10. BALLOT FORMS

Prepare ballot forms for any elections or motions to be determined by secret ballot at the AGM.



11. REMINDER

Circulate a reminder of the date, time and venue for the AGM.



12. FINAL REMINDER

Circulate final reminder of the date, time and venue for the AGM.



13. AGM

Conduct your AGM.



14. MINUTES

Finalise AGM minutes. Meeting management software like meetingTRAC will make this easy.



15. TRANSITION

Submit Annual Return to the Office of Fair Trading. Update signatories on the club's bank accounts. Conduct governance refresher training for continuing committee members and an induction for incoming committee members.

At least
7 days
prior to AGM

1 day
prior to AGM

7 days
after AGM

1 month
after AGM