



Work Area:	Sport Development
Revision Number:	SPD-0055.A
Last Modified:	May 2016

An Annual General Meeting (AGM) is a meeting that official bodies and associations, involving the general public (including companies with shareholders), are often required by laws (or the constitution, charter, by-laws etc. governing the body) to hold.

An AGM is held every year to elect the board of directors and inform Sport Club 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 fiscal information for the past year. It also provides the opportunity to ask any questions regarding the direction the clubs will take in the future.

Clubs must notify members of these meetings fourteen (14) days in advance via mail/email, where possible.

Responsibilities and Duties Prior to Meeting

- Collect reports from club officers
- Advise members of the meeting within a specified time
- Calling for and receiving nominations for club positions
- Arrange for printing of the completed annual report
- Arranging for guest speakers
- Arranging hospitality, venue, date and times
- The AGM is normally conducted by the Chair of the club. Minutes of the meeting should be taken by the Secretary.

A typical AGM agenda will cover the following items:

1. Opening remarks/Welcome
2. Apologies
3. Minutes of previous AGM
4. Matters arising from the Minutes
5. Presentation of Annual Report (Chair/Secretary)
6. Adoption of Annual Report
7. Presentation of Accounts (Treasurer)
8. Adoption of Accounts
9. Appointment of Auditors/Independent Examiner
10. Election of Management Committee/Office Bearers
11. Motions to be put to the AGM
12. Any Other Competent Business
13. Closing remarks

These are outlined further below

Apologies

Apologies are for individuals who have been unable to attend and will be read out at the beginning of the meeting. Records should be kept of those who have missed the meeting.

Minutes/Matters Arising

It is normal procedure to place copies of the minutes, the annual accounts and any other papers, on the seats of those attending if it has not been possible to send them out beforehand. Matters arising from the minutes should be taken in the order they appear. In some cases, the Chair may ask that matters arising be dealt with during the course of the meeting. The minutes of the previous AGM should be formally adopted by a proposer and a seconder, whose names should be recorded.



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Presentation of Annual Report

The annual report may be presented by either the Chair or the Manager/ Coordinator. The presentation should provide any overview of the main achievements of the year.

Presentation of Accounts

The accounts will be presented by the Treasurer. Copies of the accounts should be given to those attending. The Treasurer will highlight the figures in the accounts, explaining any that need clarification. The purpose of this presentation is mainly to provide a general overview of the financial position of the club. It is usual for them to thank the auditor/independent examiner if appropriate.

Appointment of Auditors

If the club is happy with the performance of its auditors it is usual to move for adoption of the existing auditors. If for some reason there is to be a change of auditor, this can be arranged by the committee during the coming year.

Election of Management Committee/Office Bearers

The constitution will provide guidance on the election of committee or Board members, including the length of time they should serve. Each individual wishing to stand needs to have a proposer and a seconder.

Voting Procedure

Check your constitution to find out who is eligible to vote at the AGM. If the constitution does not provide clear guidance on what to do in the event of a tie, then it is usual practice for the Chair of the club to have a casting vote. The existing committee need to be clear about voting procedures as laid out by the constitution before attending the AGM.

Motions to be put to the AGM

A Motion to be put to an AGM should usually be received by the club an agreed time before the AGM, so that it might be included with the papers sent out to those attending. Some clubs do not allow motions to be put at the AGM on the spur of the moment. Motions may take a number of forms.

Amendments

Any proposed amendments to the constitution are also discussed at the AGM. These have usually been discussed by the present committee and the Chair may wish to take a few moments to explain why the Committee believe that the change is needed. Amendments are often made to update the constitution in the light of new legislation or new circumstances. When the motion or amendment has been presented a vote will take place.

Any Other Competent Business

Some clubs choose not to include this on the agenda. Any Other Competent Business can double the length of a meeting and throw up many unexpected questions and comments. On the other hand, it can be a useful opportunity for those who are involved with, or interested in your club to have their say.

Conclusion of Business

The meeting is formally brought to a close by the Chair.