

COMMUNITY ACTION: MK

Organising Your AGM

What is an AGM?

An AGM (Annual General Meeting) is a yearly meeting open to all members of your group (and others from outside the organisation if you wish) to hear from your committee about the achievements of the group during the year.

Registered charities must hold an AGM each year, but it is good practice for informal groups to do this as well as you can tell your members what you have been up to.

What is involved in an AGM?

The essential functions of an AGM are to:

- Approve the minutes from the previous AGM
- Receive or approve the audited accounts
- Receive a report on the activities of the organisation (given in the Annual Report)
- Deal with any other matters specified in the governing document

Other functions of the AGM are:

- to elect committee members
- to appoint independent examiners (or auditors)
- to consider any resolutions put forward by members

The above things are necessary for your formal part of your AGM, but lots of groups also add in additional activities, such as networking sessions or informal training, to celebrate their work and talk about what they have been doing.

Before the meeting:

- Arrange a suitable time and date well in advance
- Book a venue
- Organise refreshments as appropriate
- Prepare the organisation's accounts and submit them in time to be audited, and for approved accounts to be sent to members
- Ensure notice is given of the AGM in accordance to what the minimum notice period laid down in your group's constitution

- Check rules of your election process and produce voting forms as necessary – remember to leave time for postal votes if you have them
- If your group is a company limited by guarantee, ensure that the auditor is informed of the meeting (this is a legal requirement)
- Consult your constitution to ensure you are meeting the rules laid out in it.

At the meeting:

- Record attendance
- Have the original copy of account present to be seen
- Ensure you keep minutes (notes of the meeting)

After the meeting:

- Make all necessary changes to the minutes from the previous year
- Update any lists from the committee
- Write up the minutes and circulate to members
- If you are incorporated, send all necessary information to Companies House
- Any other tasks as identified at your AGM.

Producing your Annual Report

The annual report is a way of communicating information about your group to your users and members. It should explain your organisation to the outside world, and explain your aims, achievements and commitments.

Annual reports also make you accountable as they give outside stakeholders information about your accounts and financial dealings.

This information sheet has been produced by Community Action: MK and was last updated in 2015. Community Action: MK has taken all reasonable precautions to ensure that information contained in this document is accurate, but stresses that the content is not intended to be legally comprehensive.