

# HOW TO RUN YOUR CLUB/SOCIETY AGM (Annual General Meeting) March 2017

---

## What is an AGM?

Every club/society needs to hold an AGM every year to which **all members of the club/society should be invited.**

The meeting should be arranged by the **Chair/Secretary** and should include the following:

- The minutes (recorded notes) of the previous AGM
- A summary of the club/society's year
- An review of current committee roles
- A review of your constitution (the rules that govern how your club/society runs)
- The election of the new committee for the following academic year

## When should the AGM be held?

You need to hold your AGM **before Friday 7<sup>th</sup> April 2017** in order to give enough time for the current committee to hand over to the new committee.

Make sure that you:

- Choose a time, day and venue which is suitable for members and is accessible to members
- Publicise the AGM well in advance and make sure all members have the agenda (an outline of the items which will be covered during the meeting)
- Let the Sports and Societies Coordinators know when your AGM is to be held:
  - Sports: Hannah ([h.chenneour-cocking@worc.ac.uk](mailto:h.chenneour-cocking@worc.ac.uk)) or
  - Societies: Eleanor ([e.york@worc.ac.uk](mailto:e.york@worc.ac.uk))

## Secretary's duties

The **Secretary** plays an important role in the AGM and has responsibility for the following:

- Ensuring that all **members** have access to an **agenda**
- Ensuring all **members** have access to the **minutes of the previous AGM**
- Ensure that a record is made of the names of all **members** attending the AGM
- Ensuring that an accurate record of the proceedings of the meeting is kept (these will be the **minutes** of this AGM), including the results of all **votes**
- Recording the committee roles to be filled and the names of all **members** of those appointed.
- Complete the **contact details sheet** and **forward this to the Sports and Societies Coordinators as soon as possible** (see contact details above)

## Summary of the club/society's year

- The **Chair** should give an overview of the year – highlights, successes, what went well, what didn't etc. There might even be photos or videos to share
- The **Treasurer** should present the finances – how much income the club/society had over the year (from membership subscriptions, fund-raising, sponsorship etc), how much the club/society spent and on what and what the current account balance is

## Review of current committee roles

Every club/society needs a **Chair, Secretary, Treasurer and Inclusivity Rep**. Some clubs/societies have a range of other committee roles. You should discuss and agree with **members** which committee roles are needed, to make sure the set-up is right for what the club/society wants to do.

## Review of your constitution

Every club/society must have a **constitution** and this should be based on the template provided by Worcester Students' Union. If your **constitution** needs to be updated, now is the time to agree any changes. Any amendments should be **proposed** by a member, **seconded** by a different member and their names should be recorded in the **minutes** (written notes of what happens in the AGM) by the **Secretary**. The changes should then be put to a **vote** and if the required number/percentage of members present agree (the required majority should be in your constitution), the proposed changes can be made.

## The election of the new committee for the following academic year

All **members** are entitled to stand for election to the committee and the process needs to be made clear in advance of the AGM. You should allow all candidates for committee roles to give a short speech explaining why they think they are suitable for the position. The **Chair** should then explain to **members** how to vote and the Secretary should record the number of votes cast for the positions. The **Chair** should then announce the winning candidates for each position.

Only members (i.e. students who have paid their membership subscription to the club/society) may stand for election and only members may vote.

Reviewed February 2017

Next Review February 2018