

Your AGM

What is an AGM?

AGM stands for **Annual General Meeting** and as outlined in your society/club constitution, you must host one as part of its democratic process every year to which **all members of the club/society should be invited**.

The AGM is your chance to:

- Share what your committee has achieved this year.
- Get feedback and ideas for the future.
- Review your finances (are you on track with your budget?).

What happens at an AGM?

Here's a suggested structure:

1. **Year in Review:** Committee to give an overview of the year and what was achieved.
2. **Finances:** Vice Chair Finance and Admin to discuss accounts and explain the financial state of the society.
3. **Questions & Feedback:** Members can ask questions and share ideas.
4. **Constitution:** Review your constitution, if you're making changes, you must take a vote from your members.
5. **Elections:** Elections are online, but candidates can give short speeches at the AGM. The Chair should explain how to vote.

When should the AGM be held?

- Ideally during the Activities Elections period.
- Must be done before the end of May, so the current committee can hand over to the new committee.

Top Tips!

- Pick a time, day, and venue that works for everyone.
- Decide if in-person or online (Teams works well).
- Give all members at least **10 day notice** (in line with your constitution) and share the agenda in advance (an outline of the items which will be covered during the meeting)

- Tell the SU when you're holding your AGM - <https://forms.office.com/e/cf5XZ54PxU>

If you're voting on big changes (like your constitution), you need **quoracy** which is at least **20% of paid members present and voting** (make sure you know what this is ahead of the meeting)

Vice Chair Finance and Admin - Your Role

You're key to making the AGM run smoothly! Here's what you need to do:

- Share the **agenda** with all members.
- Prepare a **financial summary**.
- Share **last year's AGM minutes** (if you don't have a copy, ask the SU)
- If online, send the meeting link in advance.
- Record apologies and attendance - check you're at quoracy (at least 20% of members present)
- Take accurate **minutes** and send them to the SU: Olivia.williams2@worc.ac.uk

Helpful Resources

Find these on the Committee Resource Hub:

- [AGM Checklist](#) - Steps for **before, during and after** your AGM.
- [Agenda Template](#) - Set your agenda easily.
- [Minutes Template](#) - Record your meeting properly.

For further guidance you can retake the '[How to Hold a Committee Meeting](#)' Online Module.