

# Your AGM

## What is an AGM?

AGM stands for **Annual General Meeting** and your society/club host one as part of the democratic process. Every club/society needs to hold an AGM every year to which **all members of the club/society should be invited.**

The AGM also provides you with the opportunity to let members know what the committee has achieved over the past year and gather feedback for what could be done in the future. You should also discuss your financial accounts and talk through with members if you have made or lost money over the academic year.

This is just an idea of how you might wish to **format your AGM.**

- **Report of the Year:** Committee to give an overview of the year and what was achieved.
- **Finances:** Vice Chair Finance and Admin to discuss accounts and explain the financial state of the society.
- **Questions:** Take any questions from members about the activities of the Society over the previous year as well as collecting feedback to improve next year.
- **Constitution:** Every club/society must have a **constitution**, and this should be based on the template provided by the Students' Union and can be found here: [https://www.worcsu.com/sports\\_activities/hub/](https://www.worcsu.com/sports_activities/hub/)
- **Elections:** All your elections will be held online unless already agreed with the SU, but you can use the AGM as an opportunity to 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 online.

## When should the AGM be held?

You need to hold your AGM before the end of the summer semester in order to give enough time for the current committee to hand over to the new committee. We recommend holding this during the Activities Election period.

### ***Make sure that you:***

- Choose a time, day and venue which is suitable for members and is accessible to members

- Think about whether holding the AGM in person or online will be most beneficial for your members
- Publicise the AGM well in advance to your members and ensure they all have the agenda (an outline of the items which will be covered during the meeting)

## Vice Chair Finance and Admin duties

The **Vice Chair Finance and Admin** 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**
- If the meeting is held online (we recommend Microsoft Teams) that **members** receive the link in advance
- 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),