

AGM Checklist

Before the AGM

- ✓ Check availability of branch officers and other committee members
- ✓ Ensure that last year's minutes are available
- ✓ Book a suitable venue with full wheelchair access and carry out a risk assessment
- ✓ Book a guest speaker
- ✓ Draw up the agenda
- ✓ Send out written invitations and nomination forms (include map and directions) to the membership at least 30 days prior to the AGM
- ✓ Ask the Branch Chair and Treasurer (Secretary optional) to prepare individual reports outlining the branch's achievements over the past 12 months
- ✓ Agree what will need doing at the meeting and share out tasks amongst committee members
- ✓ Organise refreshments

At the AGM

- ✓ Ensure committee members arrive in good time to set up the room and be ready to welcome people
- ✓ Set up a display of current information about the branch and the Association. For example, leaflets, the branch newsletter, the Association's Impact Report and other publications
- ✓ Distribute copies of the agenda and the minutes of the previous year's AGM
- ✓ Ensure this year's accounts are available for all to see
- ✓ Ask people to sign the attendance list
- ✓ Identify those who are eligible to vote in elections or on resolutions (full members of the Association only)
- ✓ Prepare refreshments
- ✓ Thank the guest speaker immediately after their presentation
- ✓ Thank everyone for attending

After the AGM

- ✓ Write thank you letters to anyone you feel needs a special mention. This could include the guest speaker or other dignitaries
- ✓ Type up the minutes of the AGM
- ✓ Write an article for the branch newsletter summarising the event and thanking all those who attended
- ✓ Make a special note of how it went to help plan next year's AGM
- ✓ Send BMC list and signed Agreement for Working Together to the volunteering team