



# Societies

AGM Planning

[uogsu.com/societies](http://uogsu.com/societies)

## How to Prepare for your AGM

Each UoG Students' Union Society must have an Annual General Meeting (AGM) once a year. It is your Society's most important democratic meeting. It is open for all your members to attend and it is your chance to reflect on what your Society has been up to and can look forward to the year ahead. To be best prepared and to make the most of the meeting follow these simple steps.

### Before the AGM:

**a)** Check your constitution. This document outlines all of the correct procedures for running your AGM, e.g. when to hold it, how much notice you give your members, how many people need to attend to vote and your method of vote counting. The SU can assist you with drafting your constitution if you do not have one.

**b)** Think about where you want to hold the meeting. Will it be big enough if two-thirds of your members turn up? Do you need music and display equipment?

**c)** You should be keeping good financial records all the way through the year but especially leading up to your AGM. Think about how you can present your financials in the best for your members to understand. A report should include your breakdown of income and expenditure. If you have any outstanding debts/loans, make sure you add these so that your members know what the group has committed to financially.

**d)** You might want candidates to prepare a statement about why they want the positions/what they would do on the committee and circulate these to your members beforehand. Elections must run through the SU website.

**e)** It is good practice to prepare a report about the core events and activities of your Society in the last year, and this should include things related to your Society's development e.g.

- Recruitment of members
- Event: future planning or reviewing past events
- Levels of Participations: Are you happy with the level of commitment/attendance/performance? How can you improve? Do you need to congratulate members?
- Sponsorship/membership fees: Do you need to raise more money?
- Training: Is your equipment sufficient? Are you happy with your coach/dance teacher/pottery teacher/speakers? Are your facilities suitable?
- Publicity: Are you writing match reports/profiles for the paper? How many Twitter followers do you have?

### **At the event:**

**a) Sign in:** At your AGM it is essential to make a record of who attends the meeting. Sign everyone in and check them against your membership records. Only full members of your group can vote on a new committee or amendments to your constitution.

**b) Welcome:** there may well be plenty of people in attendance who have not been to any formal group meetings before; welcome them and outline how the meeting will progress.

**c) President's report:** make use of the rest of your committee too, e.g. social secretary could give a run-down of all the social events this year.

**d) Financial Report**

**e) Present candidates and allow them to speak for one minute to introduce themselves.** Members can then ask questions of the candidates for a further period (maximum 10 minutes; less if there are many candidates). The President (or their nominated committee member) should time each candidate and cut them off at the pre-determined time limit.

**f) Vote on any other issues, e.g. membership fees, changes of activity location**

**g) AOB (Any Other Business)**

AGMs ideally must not run longer than 1.5 hours. Announce this timeframe at the beginning of the AGM, and it will help focus the running. The President should time

**After the AGM:**

- a) Publish the minutes on your UoG webpage so that any members who weren't there can see what happened.
- b) Complete the handover paperwork for UoG to re-affiliate your group for the coming year

If you want any more advice or guidance in the run-up to your AGM, please contact [aburnett3@glos.ac.uk](mailto:aburnett3@glos.ac.uk) who will be very happy to meet with you.