Use this **AGM Preparation** **Checklist** to help prepare for the annual general meeting (AGM). You must follow the rules articulated in your organisation’s constitution to deliver your AGM.

| No. | Activity | Target date (per constitution or best practice) | Date due to be completed | √ | Date completed |
| --- | --- | --- | --- | --- | --- |
| **1** | Finalise date and time for AGM | *As per your constitution/ by-laws.* | <insert date prior to AGM date> |  | <insert date completed> |
| **2** | Ensure financial statements and audit report are prepared and available for members to review well in advance of the AGM.  Note: The financial statements and audit report MUST be presented at the AGM | *As per your constitution/ by-laws.* | <insert date prior to AGM date> |  | <insert date completed> |
|  | Ensure your Annual Report Formalised/completed |  |  |  |  |
| **3** | Officially call for management committee/non-committee position nominations to be elected/appointed at the AGM. Circulate position descriptions with the call for nominations.  The call for nominations can be via mail, email, web or social media, verbal announcements or on a noticeboard | *As per your constitution/ by-laws.* | <insert date prior to AGM date> |  | <insert date completed> |
|  | Call for Life Members Nominations | *As per your constitution/ by-laws.* |  |  |  |
| **4** | Finalise venue and catering (if relevant) | *As per your constitution/ by-laws.* | <insert date prior to AGM date> |  | <insert date completed> |
| **5** | Officially call the AGM by giving notice to members. Include detail of the date, time and venue and all business to be transacted at the AGM. Management committee decides how members are given notice (e.g. mail; email; web or social media; verbal announcement; noticeboard; etc) | *As per your constitution/ by-laws.* | <insert date prior to AGM date> |  | <insert date completed> |
| **6** | Prepare proxy forms and make available to members on request | *As per your constitution/ by-laws.* | <insert date prior to AGM date> |  | <insert date completed> |
| **7** | Receive nominations for management committee positions and non-committee positions to be elected or appointed at the AGM | *As per your constitution/ by-laws.* | <insert date prior to AGM date> |  | <insert date completed> |
|  | Life Members Nominations process completed and gifts/awards ordered |  |  |  |  |
|  | Checks completed for Nominees through   * Constitution * Regulations * Disqualified (ASIC) | *As per your constitution/ by-laws.* | <insert date prior to AGM date> |  | <insert date completed> |
| **8** | Prepare a list of all candidates’ names in alphabetical order, including the names of the members who nominated each candidate  Make the list open for inspection by members (e.g. noticeboard) | *As per your constitution/ by-laws.* | <insert date prior to AGM date> |  | <insert date completed> |
| **9** | Prepare the official agenda, including only the business that was included on the notice of the AGM  Possible Agenda includes (as per your constitution)   * Welcome by chairperson * Apologies * Confirmation of minutes of the previous AGM * Business arising from the minutes * Chairperson/President/ Committee/Other report * Treasurer report and presentation of audited financial statement * Level of public liability insurance * Election of office bearers * General business * Guest speaker (if any) * Date of next meeting (if known) * Close   **Agenda must be reviewed by the Chair to ensure it is correct** | *As per your constitution/ by-laws.* | <insert date prior to AGM date> |  | <insert date completed> |
| **10** | Circulate officer agenda | *As per your constitution/ by-laws.* | <insert date prior to AGM date> |  | <insert date completed> |
| **10** | Prepare ballot forms for any elections to be determined by secret ballot at the AGM | *As per your constitution/ by-laws.* | <insert date prior to AGM date> |  | <insert date completed> |
| **11** | Circulate a reminder of the date, time and venue for the AGM | *As per your constitution/ by-laws.* | <insert date prior to AGM date> |  | <insert date completed> |
|  | Prepare the presentation for the AGM for review by the Chair Man | *14 days prior* | <insert date prior to AGM date> |  | <insert date completed> |
| **12** | Circulate final reminder of the date, time and venue for the AGM | *As per your constitution/ by-laws.* | <insert date prior to AGM date> |  | <insert date completed> |
| 13 | **Host AGM**  *Note: Most constitutions have the following stated*   * At each annual general meeting of the association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election * If any of the people who are retiring from the Committee are signatories to the organisations’ bank account, try and have the necessary forms on hand so that the new signatories can be authorised after the meeting | *As per your constitution/ by-laws.* | **<insert date of AGM>** |  | <insert date completed> |
| **14** | Retiring office bearers must hand over the operations to the new person, together with all documents, rubber stamps, bank details, etc.  Retiring officers should also give their successors briefings describing key processes and current priorities and challenges | *As per your constitution/ by-laws.* | <insert agreed date> |  | <insert date completed> |
| **15** | Finalise AGM minutes | *As per your constitution/ by-laws.* | <insert date from date of AGM> |  | <insert date completed> |
| **16** | Submit Annual Return to the Office of Fair Trading  For more information;  <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations/financial-responsibilities-for-incorporated-associations/lodging-your-association-annual-return> | *Within 28 days after AGM* | <insert date from date of AGM> |  | <insert date completed> |
|  | Order Honor Board Stickers | *Within 28 days after AGM* | <insert date from date of AGM> |  | <insert date completed> |
|  | Update Distribution lists | *Within 14 days of AGM* | <insert date from date of AGM> |  | <insert date completed> |
|  | Removing access from club emails, property access, surfguard access, members access to previous office bearers | *Within 14 days of AGM* | <insert date from date of AGM> |  | <insert date completed> |
|  | Add access to club emails, property access, surfguard access, members access to new office bearers | *Within 14 days of AGM* | <insert date from date of AGM> |  | <insert date completed> |
|  | New Committee members to provide required documentation (form to be created) | *Within 28 days after AGM* | <insert date from the date of AGM> |  | <insert date completed> |
|  | Schedule an induction night (or before the first meeting) | *Within 28 days after AGM* | <insert date from date of AGM> |  | <insert date completed> |
|  | New Office Bearers to sign   * Confidentiality agreement (template)   Responsible Persons declaration (Link) | *Within 14 days of AGM* | <insert date from date of AGM> |  | <insert date completed> |
|  | Update Life Members   * On the spreadsheet * Plaques ordered * Photos taken * Process award on Surfguard * Update Membership category | *Within 28 days after AGM* | <insert date from date of AGM> |  | <insert date completed> |
|  | Update Webpage with new Committee Members (if required) | *Within 28 days after AGM* | <insert date from date of AGM> |  | <insert date completed> |
|  | Refer to SLSQ End of Seasons Circular relative to affiliation requirements | *Within 28 days after AGM* | <insert date from date of AGM> |  | <insert date completed> |