**5 Tips for A Well-Run Club Annual General Meeting (AGM)**

**(Source: Clubforce.com)**

A well-run AGM will report the club's membership base on the previous year's activities of the club, allow for the election of the the new board or committee members for the year ahead and other business relating to the successful running of the club in accordance with the Governing Bodies rules.

Here are five steps to running a successful AGM for your sports club.

**1. Announcement of AGM**

Generally, AGM's should be announced to members one month in advance with details of the proposed date, time and venue of the meeting. Some National Governing Bodies have this as an absolute requirement within their rules. The venue for the AGM will vary depending on the size of the club but there should be adequate space to allow all for a broad general attendance of the membership.

The club secretary is usually responsible for announcing the AGM and this announcement can be distributed to members in writing, via email and using other available means of communication such as social media, club communications apps and physical posters in the premises of local businesses and sponsors.

**2. Preparing Reports**

The outgoing board or committee are responsible for the organisation of the AGM and the reporting on current year's performance in terms of finances and membership activity. Collating this kind of information into a presentable format can be a time-consuming effort, so give plenty of time in advance of the meeting to prepare and review the reports. This financial report, known as the Secretary's Report, looks at financial data for the club across a three-year window, allowing for quick comparison to determine whether the club is performing better of worse than previous years. A year on year comparison is more commonly used and should be the minimum presented to the members at an AGM.

**3. Sticking to the Agenda**

Documenting and distributing the agenda is the first step to ensuring the meeting doesn't get derailed - this can often happen where a discussion over a contentious issue runs on longer than expected. It is recommended that members have received the agenda and related documents (reports), 10 days in advance of the AGM.

The onus is on the committee to ensure the meeting sticks to the agenda and a strong committee member is required to ensure the meeting progresses as intended.

A committee member should also take responsibility for minutes at the AGM, as a record of proceedings for future reference. Most club constitutions also require a quorum (a minimum viable number) of members to be present for the meeting to take place - this might be a percentage of the overall voting membership (e.g. 20%) or something similar, otherwise the meeting must be adjourned and rescheduled.

**4. Set & Communicate Membership Fees**

Membership fees and the categories of club membership are set at the AGM - as well as any additional costs such as member levies.

Be sure to get your membership updates to us as soon as possible after AGM - as well as any changes to the board/committee - to avoid delay in getting set up for the new season/year.

It's also worth noting that in order to vote at an AGM, a member must have their fees paid in full in the year in question. (check with your own constitution on this rule)

**5. Electing of the Board**

Out with the old and in with the new! The AGM is the time to bring fresh blood into the club's committee by electing new club officers (Chairman, PRO, Secretary etc.)- this can bring a new energy to the club as a fresh set of ideas and approaches to running the club are introduced. Your club will already have criteria for nominating members to serve on the club's committee - make sure that these criteria are known in advance (e.g. nominees may have to be nominated by two fully-paid club members). It's important to ensure these procedures are followed correctly in advance of any vote at the AGM.

It's important to recognise the role of the outgoing committee too - volunteering is too often an undervalued (yet vital) role in sports clubs and whoever takes on the mantle as an outgoing or incoming club officer should be appreciated and thanked for the effort they have made.

All clubs are in distinctly different stages of development and it's worth considering what additional roles are required to make your club successful in the year ahead.

AGM & COMMITTEE MEETING STRUCTURE

Here you can enter all the relevant information relating to your club meetings so that there is seamless transition of personnel to ensure continuous club activity.

If you are a new club and require some guidance in meeting structures then check out the AGM & Committee Meeting Guidance in the Library.

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| AGM | |
| When do you hold your AGM? | 12th November |
| What time does it start? | 6pm |
| What time does it finish? | 7pm |
| Where do you hold your AGM? | Clubrooms |
| What is the structure of the AGM? | 1. Welcome 2. Apologies 3. Minutes of previous AGM 4. Chairpersons Annual Report 5. Treasurers Annual Report 6. Secretaries Annual Report 7. Election of Office Bearers 8. Any other business 9. Date of next meeting   10. Thanks & close of AGM |
| How are members informed of the AGM? | Email, Facebook, twitter and club notice board |
| Are there any external personnel invited to attend? If so who? | Representative from Regional and National Sporting Organisation  Representative from Regional Sports Trust |