

AGM Checklist – *Check your organisation’s Constitution for timeframes and other tasks to include*

Developed by ECCQ’s Community Sector Program

Date	Actions	By Whom	Initial when complete	
Management Committee Meeting insert date	<ul style="list-style-type: none"> Set date for AGM (<i>Usually must be within 6 months of the end of your financial year</i>) Alert MC Members re re-nomination 			
Management Committee Meeting insert date	<ul style="list-style-type: none"> Finalise Audit (<i>if required to have one</i>) Consider having speaker Review Membership / Nomination and Proxy Forms Review Mailing List Call for Annual Reports 			
5 weeks prior to AGM insert date	<p>Send to Members:</p> <ul style="list-style-type: none"> Invitation Agenda Membership Form Nomination Form Proxy Form <p>Put AGM on social media and website</p>			
	<table border="0"> <tr> <td style="vertical-align: top;"> <p>Mail out to: Include other organisations such as (<i>List</i>)</p> </td> <td style="vertical-align: top;"> <p>Mail out is to include:</p> <ul style="list-style-type: none"> Invitation Membership form Nomination form Proxy form </td> </tr> </table>	<p>Mail out to: Include other organisations such as (<i>List</i>)</p>	<p>Mail out is to include:</p> <ul style="list-style-type: none"> Invitation Membership form Nomination form Proxy form 	
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4 weeks prior to AGM insert date	Arrange Returning Officer for election of office bearers			
	<p>Deadline for Annual Reports from:</p> <p>President Treasurer Others?</p>			
2 weeks prior to AGM insert date	<p>Advise members of nominations received and who their nominator / seconder are</p> <p>Finalise catering</p>			
Day of AGM insert date	<p>Organise venue and catering</p> <p>Have available</p> <ul style="list-style-type: none"> Spare Agendas and previous Minutes Membership Register Sign-in Register Receipt Book (<i>if memberships can be renewed at the AGM</i>) Membership Forms (<i>if memberships can be renewed at the AGM</i>) Committee Nomination Forms Voting papers and pencils, if needed 			
Post AGM	<p>Finalise details of</p> <ul style="list-style-type: none"> Apologies List of new members AGM Attendance List Proxy List Follow up any actions from AGM Send paperwork to the Office of Fair Trading (<i>within 1 month</i>) 			

