**Annual General Meeting (AGM) Checklist**

If your group is incorporated, an Annual General Meeting is required to be held each year within five months of the end of the financial year. If your group is not incorporated, such a meeting is not essential, however it is good practice to hold one annually if possible. The AGM serves as a chance to inform members of the activities and direction of the group and is the forum where new committee members and office bearers are nominated and elected. Depending on the rules of your group, the committee elections can occur annually or at larger intervals such as every two or three years.

**Prior to the AGM:**

• Have all members been informed of the meeting well in advance, and has any publicity about the meeting been arranged? (Publicly advertising the meeting is not required but can help to raise the profile of the group and attract new members.)

• Has the venue been booked?

• Have guest speakers or catering been organised? These are optional but are often welcome additions to the AGM, and can assist in attracting people to the meeting.

• If a guest speaker has been booked, has a gift been organised to thank them? And who will introduce and thank the speaker (this is usually the president but can be other members if preferred).

• Have the president and treasurer developed written reports? Have sufficient of these reports been printed for attendees?

**After the AGM:**

• Ensure that the minutes are written up and distributed as soon as possible after the meeting.

• Ensure that all items which need to be followed up are attended to promptly.

• Arrange for handover of any changing committee roles, and for support to be given to any committee members who may be new to their roles.

• If changes to signatories for bank accounts are necessary, this should be attended to as soon as possible.

• If your group is incorporated, the public officer will need to upload the annual statement and fee to Consumer Affairs Victoria.