



Get going on...

Your AGM

Note: This guide provides information that is relevant to most clubs. As every organisation is different, always check your constitution to confirm the rules that are specific to you.

Annual General Meeting (AGM) – Your Club’s Big Moment

Your club’s Annual General Meeting (AGM) is more than just a requirement; it’s a key event in your club’s calendar. It’s a time to reflect on the year, celebrate wins, report on the finances, and elect the team that will steer the club into the future.

It’s also one of the few times all members can come together to hear what’s been happening behind the scenes and have a say in what happens next.

When should the AGM be held?

If your club is an incorporated association, the AGM must be held **within six months** of the end of your financial year.

Check your constitution for the exact timing and any other rules specific to your club.

Who can attend and vote?

All members who have voting rights under your constitution can vote at the AGM, just like any other general meeting.

Make sure you have a **quorum** (the minimum number of voting members needed) or you won’t be able to make any decisions. This number is usually more than the number of people on your committee, although check your constitution.



Notifying your members

You need to let members know about the AGM well in advance, usually at least **14 days' notice**, but check your constitution to be sure.

The notice should include the agenda and any important documents, like financial statements or special resolutions.

What happens at an AGM?

Your AGM should follow a clear agenda, which typically includes:

1. **Opening the meeting**
2. **Attendance and apologies**
3. **Confirmation of last year's AGM minutes**
4. **Any business arising from the last AGM**
5. **President's report** – a summary of the year's highlights and achievements
6. **Treasurer's report** – including the financial statement and overall financial health of the club
7. **Audit or financial verification report**
8. **Subcommittee or other reports** – e.g. juniors, events, fundraising
9. **Disclosure of any payments to committee members or senior staff**
10. **Disclosure of any conflicts of interest**
11. **Appointing people to any other key positions**
12. **Appointing an auditor or accountant for the new year**
13. **Electing life members (if applicable)**
14. **Discussing and voting on any special resolutions**
15. **Closing the meeting**

Why AGM's matter

AGMs help your club stay **accountable, transparent, and inclusive**. They're a great opportunity to:

- Celebrate your club's progress
- Keep members informed
- Get feedback and ideas
- Renew energy and leadership for the year ahead

Get the most out of your AGM



- Keep it on track with a clear agenda
- Make it welcoming and accessible for all members
- Offer time to connect socially after the meeting
- Thank outgoing committee members and welcome new ones

With the right preparation and a positive tone, your AGM can be more than just a formal requirement; it can be a celebration of everything your club has achieved and a launchpad for what's next.

Look out for...

Want to build on your meeting knowledge? Take a look at:

Get Going On... *Making Meetings Matter*

Get Going On... *Having a Meeting*

Get Going On... *Agendas and Minutes*

Get Going On... *Motions and Voting*

Get Going On... *Formal Meeting Rules*