AGM Guidance

‘AGM’ stands for ‘Annual General Meeting’. The meeting must take place once a year and is an opportunity for your society to reflect on the year gone by, gather feedback, review the society’s finances, & celebrate your successes.

It must be an open meeting for all paid up society members to attend.

How to set up an online AGM

Just because you can’t all physically get together this year, this doesn’t stop you from hosting your AGM virtually! There are a few online platforms which you can use to host your AGM which allow your members to tune in.

We would recommend using Zoom to facilitate your meeting, as this allows up to 100 attendees. You can find more information on setting up a Zoom meeting here. Note that, with the free version of Zoom, your meeting will time out after 40 minutes however everyone can just dial back in using the same access code once this time is up if you hadn’t quite finished!

Have a chat as a committee and decide a date and time for your AGM when you think the majority of your members will be able to attend. You should send a message out to all paid members of your society to invite them to your AGM, at least one week prior to the meeting, using the back end of the Guild website. You can find more information about how to do that here. It’s also a good idea to include a full list of your current committee members and their roles so that your members can ask them specific questions in the meeting.

What happens in the meeting?

The meeting is a great opportunity to reflect on the past year, get feedback from your members on what they liked/didn’t like & to review the society’s current finances.

The President will lead the meeting and will set the agenda. This should be sent to your members in advance of the meeting, and members should be invited to add anything they wish to discuss to the agenda. Guidance on writing an agenda can be found here.

The Treasurer will report on the society’s finances – you can see an example of this report here for you to use! They will then be responsible for sending a copy of this report over to your Society Coordinator.

The Secretary will take the meeting minutes. Guidance on doing this can be found here. They will then be responsible for sending a copy of the minutes over to your Society Coordinator.
In previous years, many societies will also have used the AGM as an opportunity to host their elections. This year, we are inviting all societies to hold their elections online via the Guild webpage instead. Therefore, AGMs should be used to introduce the new committee to your members, so they can outline what their plans are for the upcoming year.

Make sure that there is an ‘Any Other Business’ section to give all of your members the opportunity to raise any ideas, feedback, or questions for the current committee.

What happens after the meeting?

Meeting minutes & the Treasurer’s report should be emailed over to your Society Coordinator.

You should then continue with your Society Handovers and ensuring the incoming committee have everything they need to continue the amazing work you have done this year into the next year!

Remember, every society needs to re-reregister each year. You will receive an email from the Guild informing you when re-registrations are open, so keep an eye out!