

How to run a Society AGM

What is an AGM:

An Annual General Meeting (AGM) is a chance for the society committee to meet in the presence of the society members and look back on the year. It can also be an opportunity for a handover to the new committee so is advisable to hold after the elections.

Dependent on your society you will discuss what has been achieved, review the society's finances, welcome the new committee, review the Society Documents and complete your Society Renewal pack.

A date, time and place should be decided in advance, including how long the meeting should last.

Agenda:

The agenda is a list of what you will discuss

An example is:

1. Introductions and apologies
2. Welcoming and introduction of newly elected committee
3. Society's year in review
4. Society's finance review
5. Society's finance forecast (including updating of budget and setting of membership fee)
6. Society's asset review and update
7. Society's year forecast
8. Fresher's Fayre planning
9. Complete Society Renewal pack
10. A.O.B.

Structure

- A good AGM will be structured with a chair, usually the society president, heading the discussion and ensuring that when drifting off topic the conversation is returned.
- Someone will be present to take the minutes of the meeting, usually the Vice President, which ensures a record is kept of what is suggested and the decisions that are made.
- The chair of the meeting should ensure that the length of the meeting is adhered to.
- It is common practice to have Any Other Business (A.O.B.) at the end of the meeting to allow those present to discuss anything not covered in the agenda.

Suggested AGM Timeline:

- 14 days before the date: announce the meeting to the society members, also giving notice to committee members if they want anything added to the agenda
- 7 days before the date: send papers and agenda to the committee members
- Day of event: hold the meeting as per the prepared agenda.
- 7 days after the meeting: the minutes are shared to the attendees
- 14 days after the meeting: Completed Society Renewal Pack is returned to the Activities, Events and Income Department.
- 1st August: at the start of the new academic year, as long as they have completed all their training, the new committee will be granted permissions on the society's web page.
- 31st August: ideally by this date the new committee will have updated their web page on the SU website with decisions made at the AGM.