

Running an AGM

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Background

Annual General Meetings (AGM) are yearly meetings that ensure your organisation remains on track. They are an opportunity for all members to be involved – find out how the club is going, any issues to be dealt with and the election of new committee members.

Organisations must hold an AGM once every calendar year, and they must be held no later than six months after the company's balance date (the last day of the accounting year which will be outlined in your constitution).

Process

Check all details against your Constitution. It will detail timing, voting, and procedures on voting, quorums etc

Recommend consultation through links below as excellent guides on how to prepare for, notify and run an AGM

Resources

[Guide to running a Club AGM Victoria University](#)

[Sports Australia How to run an AGM Rules for Running a formal meeting](#)

[Running effective meetings](#)