



Club AGM Help Sheet

What is a club AGM?

- The Annual General Meeting is for assigning officer roles, going through finances, and discussing the clubs year
- It's held once a year at a particular time of year, normally September/October in time with the new YFC year
- AGMs are vital for clubs to select key members to help run a successful club and a chance for all to get involved with how the club should be run

What do you need to prepare before an AGM?

- Invite AGM attendees to the meeting
- Find out whether the accounts have been audited?
- Book a venue
- AGM Agenda
- Refreshments for post meeting
- Ensure enough agendas/treasurers reports for attendees to see
- Paper/pens in case a vote is required
- Previous AGMs minutes
- Look ahead at potential dates for the year after AGM

What are the Officer Roles?

View the "Job Description for Club Roles" pdf taken from NFYFCs The Source for further information.

This information will be useful for providing members interested in taking on an officer role.

How to appoint new officers/pass motions

- A member needs to **propose** the motion
- A member then needs to **second** the motion
- If more than one view/person proposed and both willing to stand, it has to go to a vote...



How to fairly vote

- The two main methods to fairly vote are:
 - Hands up
 - Paper vote
- One vote per member
- Majority vote rules
- If unclear by raised hands, do a paper vote
- The vote should be counted by two people who aren't voting
- Normally only members vote – check individual club constitution
- A Paper Vote is better as it removes bias

Who to invite to the AGM and when?

- Members, presidents, vice presidents, club leaders, associate members, advisory, LFYFC office for a County Rep
- A months' notice should be given for the meeting
- The date should already have been issued at the previous club AGM

Writing your AGM Agenda

- The County Office provides a sample AGM agenda over the summer. This provides a rough guide of how to run your AGM
- The sample AGM should be updated so that it is appropriate for your club e.g:
 - Update the date
 - Add other roles which are applicable to your club e.g. Brew Monitor (the most important role)
- Please don't just print off the document provided by Carol. This is unprofessional with it saying this is a guideline. All AGMs are unique



Club Annual General Meetings

The following information is to be used as a 'guideline' for your Annual General Meeting, to ensure you cover the important points.

Agenda:

1. Chairman's Welcome and Opening Remarks
 2. Apologies for Absence
 3. Approval of the Minutes of the previous AGM (To be signed by the Chairman)
 4. Matters Arising from the Minutes (Any points from the last meeting which require further attention)
 5. Reports from:
 - Chairman and / or Secretary
 - Treasurer including the approval of the Audited Accounts/Balance Sheet
 - VRO's
 6. Presentation of Certificates & Awards
 7. Vote of Thanks to the Retiring Officers
 8. Election of Officers
 - President
 - Vice President
 - Chairman
 - Vice Chairman
 - Secretary
 - Treasurer
 - Programme Secretary
 - Club Leaders
 - Auditors
 9. Election of Members (To Club Committee/Club Advisory Committee and Associate Members)
 10. Election of Club Representation to the Management Committee (Three Members)
 11. Election of Club Safeguarding Officer
 12. Election of Club Trustees
- Must be over 18 years of age. Trustees are elected to ensure the safe running of the Club and that it operates legally as a registered Charity - for a detailed guide visit the Charity Commission Website**
13. General Business to Decide
 - Frequency and venue of meetings
 - Membership Subscription fees for forthcoming year
 14. Report from LFYFC
 15. Any Other Business
 16. Date and venue of next AGM