Annual General Meetings Guideline

Tips on how to make your AGM a success

Tips to help you

This guide includes useful tips on how to organise and run a successful Annual General Meeting.

Purpose of an AGM

The AGM is a great opportunity to get all area members together to discuss and find out about what's happening in the Area.

An AGM is also the time to:

- Receive a report of the Association's activities and the audited accounts of the Association
- Elect the officers and members of the Committee
- Appoint an independent auditor who has suitable experience, in line with CSSC guidelines

The AGM should not be used to 'surprise' members with important issues about which they have no prior information.

Constitutional Matters

Your Constitution will include regulations about your association's AGM including:

Notice Period

‘The Association shall before 1 April each year hold an AGM at a date and time decided by the Committee. Notice of the AGM shall be given by the Secretary to the members of the Association at least 21 days in advance.’

Accounts

‘The Treasurer shall prepare accounts to 31st December and arrange for them to be audited and submitted to the AGM for approval. A copy shall be sent to CSSC Head Office immediately after adoption at the AGM.’ "The following (and no other persons) shall be signatories of any Association accounts:

- The officers;
- One other designated committee member;
- A designated member of CSSC Head Office; and all payments must be authorised by at least two of these signatories.

**Quorum**

Your [Constitution](#) will let you know how many people have to be at the AGM to make it official (known as the quorum).

**Constitution amendments**

Any change to the Associations’ constitution cannot be considered by the AGM unless the amendment has the prior approval of CSSC Head Office.

**Presenting / Venue / Location**

Make the meeting more enjoyable by presenting the information in a more interactive and enjoyable way. Think about making the business part quite brief and follow with refreshments and a social event.

A visual presentation with slides, images, video, audio or a guest speaker will make it easier and clearer for committee members to understand and stay engaged during the meeting.

We have seen some successful initiatives in some areas that have resulted in an increase in numbers of members attending.

Don’t forget to hold the AGM in a location where CSSC the disclosure of information and discussions will not be inhibited e.g a busy location or pub is probably not suitable.

**Promoting your AGM**

You should promote your AGM to bring in a large number of members. This year it will be CSSC Policy to utilise [NuTickets](#) as part of this process.

This will allow members to accurately record their intention to attend and allow each Area the opportunity to know well in advance of minimum expected numbers.

Our recommendation is to submit the Event on NuTickets no later than 5 weeks in advance in order for all times scales and expectations to be addressed.

You should complete the AGM Template already prepared on NuTickets, with the details of your AGM (date, venue, agenda, entertainment provided etc) – which will then be published on the [CSSC website](#) and distributed to members within your Area.

If no one is able to complete the AGM Template using NuTickets, please contact your [Volunteer Team Leader](#) in good time.

You can also advertise the AGM on your Area/Region social media account(s).
In your agenda you could include:

- A Welcome Address
- Apologies
- Minutes of Previous AGM
- Matters Arising
- Annual Report or Presentation
- Chairman’s Report
- Financial Report
- Secretaries Report
- Volunteer Team Leader / CSSC Update
- Positions open for election – (it would be helpful to have handy the role outlines available for anyone who shows an interest in a position)

Areas must provide Audited Accounts that have to be approved by members at the AGM.

If for any reason an Area are unable to produce these accounts, then an additional SGM to have these voted on must be called by the Area Officers, as per the Constitution

If the accounts are returned due to errors – CSSC expects these to be addressed by holding an SGM and then confirming/passing the corrected accounts.

Please be aware that all accounts should be sent to the HO Finance Team financesupport@cssc.co.uk by 30 June 2020, and from the designated CSSC volunteer email addresses for Area Association Treasurers.

Any delays will hold up payment of the second instalment of your grant.

The AGM is the ideal time to give thanks to your volunteers for their outstanding contribution. This could be done in a number of ways:

- Thank the volunteer(s) on the night
- Present your own volunteer awards e.g. Volunteer of the Year etc.
- Put forward nominations for CSSC’s Certificate of Recognition and arrange for them to be presented at the AGM

For further ideas of what is deemed as an acceptable reward please read the Volunteer Rewards Policy
This is the perfect time to set the time, date and venue for your next AGM – please make sure your Volunteer Team Leader is made aware of this next meeting.

For further assistance or advice please contact the volunteer team - volunteer@cssc.co.uk or call 01494 888401.