How to run an AGM

Annual General Meetings (AGMs) can seem daunting but they’re really very straightforward. They can be so beneficial too giving you time to reflect on the past year and start looking forward to the future. Follow this step-by-step guide to run a successful AGM:

|  |
| --- |
| Step 1: Set a date |
| You can set any date as long as you:   * Set a date before the Easter Holidays * Ensure that as many active members of your Club/Society as possible can attend * Give all members at least 7 days’ notice of the meeting |

|  |
| --- |
| Step 2: Let people know |
| At least 7 days before the AGM you must let all members & AUBSU Activities Coordinator know the following information:   * Date of meeting, Time of meeting, Place of meeting * Agenda for meeting (check out our AGM agenda template) |

|  |
| --- |
| Step 3: Taking attendance |
| It’s important to keep a record of your members who attend the AGM. You need to take a register of all members that attend. Be sure that you take this information and do not pass a sheet around (as this is a breach of data protection regulations).  (Check out our AGM Attendance Sheet) |

|  |
| --- |
| Step 4: Voting |
| When it's time to do the vote, any full or part-time AUB student can run for a committee position. They should announce that they would like to run, say a bit about why they would be good for the role. There's no limit on how many people can run. Current committee members can run again.  Voting should be done individually on bits of paper that are collected and counted by committee members (providing they are not running for the position). We recommend not announcing the number of votes, simply who won. Repeat for each committee position.  Only members can vote – that’s full or part-time AUB or BU students who have paid membership. In the case of a tie, a coin flip is best. |

|  |
| --- |
| Step 5: Taking minutes |
| Taking minutes isn’t as hard as it sounds. Make a note of any votes and the number of people who vote “For,” “Against,” or “Abstains.” For everything else just take notes and make sure you keep track of who says what. This is the task of the secretary.  (Check out our AGM Minutes template) |

|  |
| --- |
| Step 6: Reporting back |
| Type out your minutes and officially announce your new committee members to your Club/Society and make sure you let the AUBSU Activities Coordinator know the outcome. Fill in your development plan and send it to AUBSU.  Book a meeting with the AUBSU Activities Coordinator; select a time and date that’s suitable for all outgoing and incoming committee members. Meetings will last 30 minutes. |