

ABC Community Association
Annual General Meeting (AGM) CHECKLIST
Last updated: Nov 2018

PRIOR TO THE AGM:

A few months before:

- Finalize** the date, time and location of the AGM (and ensure the space is booked)
- AGM Notice** / Advertising – check the notice requirements stated in your Bylaws, and then get the word out through a variety of channels (e.g. newsletter, Facebook, website, big sign and/or information slips at Registration Night, e-mail everyone on Membership List and/or ‘Friends of the Community Association’ e-mail list, place a notice in school newsletters, etc.)
- Are **changes** to the Articles or Bylaws proposed? If so, this must be described in the AGM Notice
- Strategies to **attract attendees**? (e.g. Guest speaker? Pair AGM with a special event? Offer free food? Child-friendly format?)
- Succession planning** – Are current volunteers going to step away from the Board? If so, what are your strategies to attract new volunteers? (e.g. shoulder-tapping, transfers within the Board, a nice article in the community newsletter profiling volunteers and highlighting vacancies, recruiting past participants of a program/sport to lead that program/sport, advertising with post-secondary institutions, place a notice in the school newsletters, etc.)
- Are plans in place to have the year-end financials organized and sent to the Accountant for the **Annual Financial Review**?
- Is a **budget** in place for the upcoming fiscal year? A draft budget should be approved by the Board the month before it goes to Membership for adoption at the AGM
- Looking back, looking forward** – decide on format for ‘reporting out’ to Membership

A month before:

- Read the Association’s Articles, Bylaws and Policies to refresh your memory on their content and ensure you are able to note applicability during meeting
- Pass Motion(s) for planned AGM expenditures, as per policy
- Ensure all documents are prepared (and photocopied and/or e-mailed, as appropriate):
 - Minutes from previous AGM
 - Budget for upcoming fiscal year
 - Financial Statements for year just ended
 - Agenda for AGM (see recommended AGM Agenda format)
 - Sign-in sheet for AGM attendees
- Logistics:
 - Food, drink, plates, napkins, etc.
 - Room set-up, chairs, tables, audio visual equipment, etc.
 - Remind / confirm special guests and other invitees
- Contact your bank and ask them about their procedures to change signing authorities
- Community Association promotion (e.g. welcome table, display booth, poster for upcoming events, programming information, information on how to get involved, etc.)
- Finalize roles – *Who is at the welcome desk? Who Chairs the AGM? Who is Chairing the election portion? Does each Board Member speak to their report?*

AT THE AGM:

- Ensure all key Motions are made, including:
 - Approve previous AGM Minutes,
 - Approve Budget for upcoming year,
 - Approve Audited / Reviewed Financial Statements for the year just completed
 - Appointment of the Auditor / Reviewer for the next fiscal year
 - Waive the requirement of an Audit in lieu of a Financial Review (if applicable)
 - Approve the Association's Membership Fee
 - Change signing authorities (if needed)
 - Approve reports of the Directors
- Thank all community members for attending the AGM and let them know the next way to connect with the Community Association (e.g. an upcoming special event, registration nights, newsletter volunteers, rink volunteers, etc.)
- Make arrangements to go to the bank to change signing authorities (if applicable)
- Get contact information for all new Board volunteers
- Ensure everyone knows next regular Board Meeting date
- Discuss/make a plan to orient new volunteers
- Thank outgoing volunteers

FOLLOWING THE AGM:

- 'Welcome e-mail' from President to all new Board Members
- 'Thank you' to all departing Board Members
- Send out list of regular meeting dates to the whole Board
- Orientation plan for new members (in general, and position-specific)
- Introductions of key people (e.g. a new Indoor Coordinator or President should introduce themselves to the Principals and school staff, a new Soccer Coordinator should call SYS and introduce themselves, etc.)
- Transfer Community Association e-mail addresses to new volunteers, as appropriate
- Update:
 - Internal Board contact list
 - Contact information on file with the school
 - Board listing on Community Association website
 - Contact information on file with: insurance, Accountant, Canada Post, etc.
 - Other
- Complete the 'Notice of Change in Directors' to update Board listing with ISC
- Change cheque signing authorities at bank (if applicable)
- Give the Community Consultant a copy of the AGM Minutes
- Update Articles & Bylaws with ISC, as per approved Motions at AGM (if applicable), and give Community Consultant a copy
- Other