# **UESU** Activities

#### **Club AGM - ANNUAL GENERAL MEETING**

#### Fact Sheet

This is to help guide your Annual General Meeting (AGM) that will elect the new committee members and agree club objectives.

#### What is an AGM and why is it good to hold one?

During the meeting the President and committee will present an annual report of the year's activities and provide an opportunity to discuss how the club is progressing in line with their development plan. The other main feature of the AGM is to elect a new Club committee for the following year.

#### When is a good time to hold an AGM?

This year, all clubs and societies are to hold their AGMs mid-March. This gives an opportunity for the elected committee for the following year to shadow the current committee.

#### What is required to hold an AGM?

- 1) The current committee need to decide an AGM date for club members
- 2) SU Activities can book a room for your AGM (suactivities@chi.ac.uk). There are a number of rooms available in the University, which are suitable for an AGM
- 3) All members must be notified of the meeting time, room and the committee positions available along with a brief description of each role.
- 4) At the meeting, a list of members present is required, minutes must be taken and a copy given to the SU Activities team.



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#### How does an AGM run?

Below is a brief outline of the order in which your AGM should be run.

## Registration

Ensure all members register attendance and a record of each members name should be made.

## Introduction

Once all members (or majority) have arrived, the Club President should make an introductory speech including a breakdown of how the AGM will run and how the nomination/voting system will operate.



### **Committee Elections**

The election for committee roles is online on the club/society page. Candidates that wish to run, must nominate themselves. All members must vote through this election.

## **Presidents Report**

The President should present a short report of how the year has gone including a review of club activities / performance, achieved goals or objectives, and issues arising from the year. There should also be an opportunity for members to ask questions to the committee after the report.



### **Open Forum**

Have a discussion on goals/objectives for the new year to ensure your development plan set out is achievable and relevant. A.O.B

The president would then open the floor to members and invite any other business.

## Close

The president should thank everyone for coming and close the meeting.

Good luck and if you have any questions please don't hesitate to contact a member of the SU Activities team (<u>suactivities@chi.ac.uk</u>)

