

Club AGM - ANNUAL GENERAL MEETING

Fact Sheet

These notes are designed to help guide your Annual General Meeting (AGM) that will elect the following academic year's committee members and agree club objectives.

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

During this meeting the President and committee will present an annual report of the year's activities and provide an opportunity to discuss and 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 aiding in continuity of your development plan.

What is required to hold an AGM?

- 1) The current club officials need to decide a date accessible for club members
- 2) A venue is required, this can be booked through the student room bookings or contact the SU Activities team for assistance (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 and venue and be aware of the committee positions available, along with a brief description of each role.
- 4) At the meeting a list of members present is required, and minutes must be taken and a copy given to the SU Activities team.

How does an AGM run?

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



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