

1. Date and time	Finalise date and time for AGM.	➡ Aim for at least 8 WEEKS
2. Prepare financials	Ensure the financial statements and audit report are prepared and available for members to review well in advance of the AGM. Note: The financial statements and audit or verification report MUST be presented at the AGM.	➡ At least 28 DAYS prior to AGM Remember to book your auditor well in advance of your AGM. Their process can take weeks or even months, so get ahead to ensure you present accurate, complete and verified financial data. It's not just good practice, it's a legal requirement and key to maintaining trust with your members!
3. Call for nominations	Officially call for nominations for management committee positions and expressions of interest for any non-committee positions. Ideally circulate position descriptions with the call for nominations. The call for nominations can be via correspondence, email, web/social media announcements or on a noticeboard.	
4. Venue	Finalise venue and catering (if relevant).	
5. Notice to members	Officially call the AGM by giving notice to members. Include details of the date, time and venue and all business to be transacted at the AGM. Importantly, this must include the details of any proposed special resolutions to be considered at the meeting. The management committee is to decide the way in which notice is to be given to members (e.g. correspondence, email, web/social media announcement, noticeboard).	➡ At least 14 DAYS prior to AGM Confirm the required notice in your constitution.
6. Proxy forms	Prepare proxy forms and make them available to members on request, if applicable. Check your constitution to confirm if proxy votes are allowed.	➡ At least 14 DAYS prior to AGM
7. Receive nominations	Receive nominations for management committee positions to be elected at the AGM.	
8. Nomination list	Make a list of all management committee candidates' names in alphabetical order, with the names of the members who nominated each candidate, open for inspection by members (e.g. noticeboard).	➡ At least 7 DAYS prior to AGM Distribute the AGM agenda and all supporting documents at least a few days before the meeting. This enables members to arrive prepared, greatly enhancing meeting efficiency and effectiveness. Remember, preparation is key to success in organisation meetings!
9. Agenda	Prepare the official agenda, including only the business that was included on the notice of AGM. Use meeting software for efficiency.	
10. Ballot forms	Prepare ballot forms for any elections or motions to be determined by secret ballot at the AGM.	
11. Reminder	Circulate a reminder of the date, time and venue for the AGM.	
12. Final reminder	Circulate final reminder of the date, time and venue for the AGM.	➡ 1 DAY prior to AGM
13. AGM	➡ Conduct your AGM.	
14. Minutes	Finalise AGM minutes and circulate to your members	➡ Within 7 DAYS after AGM
15. Transition	Submit Annual Return to the Office of Fair Trading. Update signatories on the organisation's bank accounts. Conduct governance refresher training for continuing committee members and an induction for incoming committee members. See the Succession planning chapter for more information.	➡ 1 MONTH after AGM