

As you will know, the Activity Group year runs from May 1, giving you chance to fully prepare for the year ahead before the summer break. Below are brief guidelines to running an Annual General Meeting (AGM), which will ensure successful continuation of your activities.

The AGM does not have to be an overly formal procedure, but it is vital that you have one, to review the year so far and set your Group up for next year.

As with all Activity Group rules, we want to ensure they are most beneficial and appropriate to your group, so these are only **guidelines**. If you wish to do things in a way that would be more suitable for your members, please do so.

All AGMs should be held between **Mon 3 March** and **Fri 7 May 2010**.

Before the AGM

- ✓ Advertise! Make sure ALL your members are aware of when, where and why you are having an AGM. Encourage people to stand for committee positions and let them know what holding a position actually involves.
- ✓ Have a committee meeting / discussion / e-mail to review the past year – particularly in terms of activities and finances.
- ✓ Prepare a short report of your year, for distribution at / before the AGM. Give as detailed an account as possible, including a financial review, without it becoming uninteresting.
 - Please send a copy to Paul Barber (LGoS Membership Services Manager), enabling us to understand and meet your needs for the upcoming year.
 - A report template is included below, but create your own document if you prefer.

At the AGM

- ✓ Review the past year – use the report mentioned above as a guide. Questions should be taken after this.
- ✓ Appointment of convenors (officers) for next year.
 - The number of convenors that your Activity Group needs is up to you.
 - We expect every Group to have at least two officers, so the onus of running activities doesn't come down to only one person. We also expect there to be a 'President', because they will remain the 'key' contact for your group.
 - However, any other positions you wish to have are entirely up to you.
- ✓ If there is more than one person running for a position, an 'election' needs to be held. It is the present committee's responsibility to ensure that this is fair and transparent.
 - Exactly how the election runs depends on what best suits your group - whether it be an e-mail vote, secret ballot, show of hands, etc. - as long as it is fair and open.
- ✓ On completion of the voting, announce and congratulate your new committee!
- ✓ Hold an open discussion on what your members think should be the key aims and activities of your Group next year.

After the AGM

- ✓ A record of the AGM, be they formal minutes of a meeting or just bullet points of what was discussed / decided, should be forwarded to your members and to Paul Barber.
- ✓ New convenors should collect a re-registration pack from the Base (available from Wed 25 Apr) and return it before the stated deadline. They may wish to complete this pack in consultation with the current committee and the wider membership.

Handover

- ✓ It is important to stress that the newly elected committee do not officially take over until May 1, on completion of a Handover / Induction training session run by LGoS. However, newly elected committee members may start integrating into the committee sooner, perhaps shadowing their predecessors.

Top Tips!

- ✓ Make the AGM suit your Activity Group. If you are a large Group, then a more formal approach might be more appropriate than it would be for a smaller one.
- ✓ Use the same methods that you usually adopt – if you normally only communicate with members via. e-mail, hold a 'remote' AGM; if you meet regularly at a pub or in the LGoS building, just hold your AGM during that regular meeting slot. Whatever you choose to do, just make sure your AGM is as accessible and relevant as possible.
- ✓ Know exactly what you want to achieve from the meeting; that way you can get things done effectively and quickly.

If you have any questions about running an AGM or election, or would like a LGoS representative to attend, please contact Callum Morse ASAP.

Name of Activity Group	
Date of AGM	
Number of members in 2008/9	
Current money in Income account	£

Main achievements of the Group this year:

Details of main events run / meetings held this year:

Training / Development undertaken by convenors & members this year:

Any outstanding issues that need addressing next year:

Expected activities / ideas for next year: