Your AGM Checklist

Things to do before your AGM:

|  |  |
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|  | Set the date and time. We recommend giving yourself at least 4 weeks to plan effectively and notify members in enough time. |
|  | Email Hannah Heskin ([Hannah.heskin@worc.ac.uk](mailto:Hannah.heskin@worc.ac.uk)) to notify the SU of your date and time and book your room if needed. |
|  | Notify all members through group chats, social media **AND** SU messaging centre. Please see [here](https://www.worcsu.com/pageassets/sports_activities/hub/marketing/Guide-to-Your-Webpage-Memberships(1).pdf) if you are unsure how to use it. Ensure this is done a **minimum of 10 days before** the meeting. |
|  | Committee to set agenda for AGM using SU template found [here](https://www.worcsu.com/pageassets/sports_activities/hub/committees_agms_elections/AGM-Agenda-Template-2024.docx). |
|  | Send a reminder to all members a few days before the AGM. |

Things to do during your AGM:

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|  | Take attendance of those who attend the AGM. Ensure they are all paid members. |
|  | Check to see if you have reached quoracy for any votes to be valid. Quoracy is 20% of your membership. |
|  | Take minutes. SU template can be found [here](https://www.worcsu.com/pageassets/sports_activities/hub/committees_agms_elections/AGM-Minutes-Template-2024.docx). |

Things to do after your AGM:

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|  | Notify SU of outcomes of the AGM and provide minutes – contact Hannah Heskin ([hannah.heskin@worc.ac.uk](mailto:hannah.heskin@worc.ac.uk)) |
|  | Circulate minutes to all members through SU website messaging centre. |