Your AGM Checklist

Things to do before your AGM:

|  |  |
| --- | --- |
|  | Set the date and time. We recommend giving yourself at least 4 weeks to plan effectively and notify members in enough time. |
|  | Complete this form to notify the SU of your date and time and book your room if needed - <https://forms.office.com/e/cf5XZ54PxU> |
|  | 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-June-2024(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/activitieselection/AGM-Agenda-Template-2024(1).docx). |
|  | Send a reminder to all members a few days before the AGM. |

Things to do during your AGM:

|  |  |
| --- | --- |
|  | 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/activitieselection/AGM-Minutes-Template-2024(1).docx). |

Things to do after your AGM:

|  |  |
| --- | --- |
|  | Notify SU of outcomes of the AGM and provide minutes – contact Barney Blake ([b.blake@worc.ac.uk](mailto:b.blake@worc.ac.uk)) |
|  | Circulate minutes to all members through SU website [messaging centre](https://www.worcsu.com/pageassets/sports_activities/hub/marketing/Guide-to-Your-Webpage-Memberships-June-2024(1).pdf). |