

INFORMATION SHEET

Running the AGM

Administration: things that need to be prepared/circulated/done before the meeting

- ✦ Book venue, speakers, catering etc.
- ✦ Nomination papers
- ✦ Last year's minutes*
- ✦ This year's agenda*, plus supporting papers*, including details of nominees*
- ✦ Annual Report*
- ✦ Annual Accounts*
- ✦ Notice/invitations, including press advert if required
- ✦ Membership list* –assumes it is up-to-date and includes nominated voting rep details
- ✦ Signing-in sheet(s)*
- ✦ Voting cards*
- ✦ Ballot papers*, if required
- ✦ Door notices*
- ✦ Name badges* for LIO Trustee Board and staff/volunteers
- ✦ Name badges* for all attendees?
- ✦ Spare copies of governing document*
- ✦ Pens, paper, blue-tac, teabags
- ✦ Camera*

*(copies of) these need to go to the meeting

NB: Keep a checklist on file

Sample timetable

This sample timetable assumes a financial year-end at 31 March and an AGM on Friday 14 June:

	How far in advance of AGM	Example	This year's dates
Set date; discuss and agree content	as early as you like		
Discuss and book venue, speaker(s), catering	as soon as you know date		
Review and book re equal opps issues	as soon as you know date		
Discuss likely make-up of Officers/Trustee Board <ul style="list-style-type: none"> ✦ equal opps/diversity ✦ anyone standing down? 	3 months	Feb/March	
Take action	2/3 months	March/April	
End of Financial Year		31 March	
Accounts to auditor/examiner		early April	
Accounts approved by LIO Trustee Board		before circulation on 24 May	
Confirm auditor/examiner for next year		at same time	
Nomination papers circulated	10 weeks	by 5 April	
Written notice of AGM*** <ul style="list-style-type: none"> ✦ members ✦ others 	21 days*	by 24 May	
Annual Report and Accounts circulated	ideally 21 days	by 24 May	
Start admin prep **	3 weeks	w/c 27 May	
Nominations received	14 days*	31 May	

Ballot papers and biography details typed up	once received	w/c 3 June	
Run through content	2 weeks	w/c 3 June	
Confirm venue, speaker(s), catering	2 weeks	w/c 3 June	
Submit press advert for next week's paper(s)	2 weeks	w/c 3 June	
Check/chase re quorum	1/2 weeks	w/c 3 June	
Finalise admin prep **	1 week	w/c 10 June	
AGM itself	0	Fri 14 June	
Press cover or press release	on the day or next week	14 June or w/c 17 June	
Thank you letters, pay bills, etc.	next week	w/c 17 June	
Plan any work arising from AGM	soon	by end of June	
Review AGM amongst Trustee Board and staff	within a month	June/July	

* constitutional requirements – check your own governing document

** admin preparation, i.e. notices for doors, voting cards, signing in papers, spare copies of constitution, last year's minutes, etc. (see 'Admin: things that need to be...')

*** this is the formal period of notice; ideally you should be giving both members and non-members longer notice.

Nominations for Honorary Officers positions and Trustee Board members

The need to be proactive in encouraging nominations to the LIO will vary from LIO to LIO and in any one LIO, over time.

However, most will have a specific commitment in their Equal Opportunities Policy to review the composition of their Honorary Officers/Trustee Board annually, or simply consider it good practice, so:

- ✦ thinking about nominations for Honorary Officers/Trustee Board should start some (three or four) months ahead of the AGM in order to:
 - ✦ identify gaps in the current make-up of the Honorary Officers/Trustee Board, e.g. too many people from one area/age group/gender
 - ✦ plan how to address any gaps.

Whether addressing specific gaps or a general need for more Honorary Officers/Trustee Board members, there then has to be enough time (two or three months) to:

- ✦ identify and approach possible individuals and/or organisations who might make good nominations
- ✦ process membership applications from any of these who are interested but not yet formal members of LIOs.

The LIO governing document will give a specific timescale for the receipt of written nominations (usually 14 days before the AGM). Members therefore need to have had the nomination paperwork far enough in advance of this date (a further 6-8 weeks) for them to have time to discuss any possible nominations, ideally at their own Trustee Board meetings.

The nomination paper should include a signature by both the person being nominated and an officer of the member organisation that is nominating them.

It is also useful to ask them to provide brief, relevant biographical details of the person being nominated, which are then made available at the AGM.

The Charity Commission leaflet CC3 (Responsibilities of Charity Trustees) should be circulated with the nomination paperwork, and you may want to ask the nominee, in signing the nomination paper, to sign to say they have read and understood this leaflet.

You may also wish to include an information sheet of your own, giving some details about your own Trustee Board and the expectations made of its members.