

# AGM - Checklist

- Have the members and president agreed the date, venue and time of the AGM? Has the venue been booked? If your president can't chair the AGM, which vice-president will deputise?
- Are you having a pre-AGM meeting to discuss who might be willing to stand for the various YFC jobs? If so, when and where is it?
- What's on the agenda? Do members know by which date motions should be received?
- Do you have a copy of the minutes of the last AGM? Has every action been done?
- Is there a current copy of the signed club constitution available in the minute book?
- Have the members, club leaders, president, vice-president, advisory and associate members, county organiser and special guests been invited in writing and given a copy of the agenda with at least one month's notice?
- Do you know which members of the advisory committee are due to retire this year? If not, check 21 days before the AGM. When is the next advisory committee meeting? Have you told the new advisory committee members the date?
- Have the accounts been audited or independently examined within three months of the AGM? Has a copy been sent to your county office? Has it been signed by the auditor?
- Who will present the information on the annual report, statement of accounts and annual return of membership?
- Are there enough ballot papers available?
- Are the club's trophies accounted for and have they been valued for insurance in the last five years?
- Has the club programme for the next few months been produced at least 14 days before the AGM for each member to take away a copy? Do they know which county and NFYFC competitions are being entered by the club? Have they been selected? Do they need training? How? When? Where? By whom?
- Will there be refreshments after the AGM? Who's organising this?
- After the AGM, does every new officer know what is expected of him/her and has every new officer been given a copy of their job description?
- Have the minutes and correspondence from the meeting been written up promptly?
- Does everyone know what, when and where the next meeting is?
- Is there anything else that needs to be done?

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