

# AGM Guidance

**'AGM'** stands for 'Annual General Meeting'. The meeting must take place once a year and is an opportunity for your society to reflect on the year gone by, gather feedback, review the society's finances, and celebrate your successes.

It must be an open meeting for all society members to attend. You may want to run your AGM in person or online, depending on what works best for your members.

## How to set up an online AGM

There are a few online platforms which you can use to host your AGM which allow your members to tune in.

We would recommend using [Zoom](#) to facilitate your meeting, as this allows up to 100 attendees. You can find more information on setting up a Zoom meeting [here](#).

Have a chat as a committee and decide a date and time for your AGM when you think the majority of your members will be able to attend. You should send a message out to all members of your society to invite them to your AGM, at least one week prior to the meeting, using the back end of the Guild website. You can find more information about how to do that [here](#). It's also a good idea to include a full list of your current committee members and their roles so that your members can ask them specific questions in the meeting.

## What happens in the meeting?

The meeting is a great opportunity to reflect on the past year, get feedback from your members on what they liked/didn't like and to review the society's current finances.

The President will lead the meeting and work with the Secretary to set the agenda. This should be sent to your members in advance of the meeting, and members should be invited to add anything they wish to discuss to the agenda. Guidance on writing an agenda can be found [here](#).

The Treasurer will report on the society's finances – you can see an example of this report [here](#) for you to use! They will then be responsible for sending a copy of this report over to your Society Coordinator.

The Secretary will take the meeting minutes. Guidance on doing this can be found [here](#). They will then be responsible for sending a copy of the minutes over to your Society Coordinator.

All elections should be run online via the Guild website. The AGM can be a good chance to host hustings for your elections or to introduce the new committee to your members, so they can outline what their plans are for the upcoming year.

Make sure that there is an 'Any Other Business' section to give all of your members the opportunity to raise any ideas, feedback, or questions for the current committee.

#### What happens after the meeting?

Meeting minutes & the Treasurer's report should be emailed over to your Society Coordinator.

You should then continue with your Society Handovers and ensuring the incoming committee have everything they need to continue the amazing work you have done this year into the next year! We will send you over some handy Handover guidance!

Remember, every society needs to re-register each year. You will receive an email from the Guild informing you when re-registrations are open, so keep an eye out!