

Planning a successful Annual General Meeting



Updated November 2016

Background information

All incorporated associations are required to hold an Annual General Meeting (AGM) to accept and confirm the financial report from the previous year and to elect a new Parent Activity Group.

Your AGM must be held five months of the end of your financial year. (Your constitution may state sooner).

Reports that must be presented at an official AGM

President's report: This will typically cover what the PAG has achieved, ongoing projects, the benefits of being on the PAG and acknowledging outgoing members.

Financial report: Including an audited report where required.

Educators: The educational program and philosophy, highlights of the year, what families can expect their child to experience next year, report on the services rating and assessment (if appropriate).

You may also like to include information from other PAG members outlining fundraising, enrolments, maintenance etc.

An ECMS representative will attend your AGM to provide more information about the role of ECMS.

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The below table is designed to track required tasks and who is responsible for managing these in the planning stages.

Tasks	When	Responsible
Check the constitution for AGM requirements, including: 1. Membership 2. Notifications 3. PAG structure and election meeting proceedings, i.e. quorum and voting		
Make a decision regarding the following: <ul style="list-style-type: none">• Will the meeting be combined with a social event?• If having social event, think about refreshments, space, atmosphere, attendees.• Will the meeting also be a parent information evening?• How will we invite families and ensure strong attendance?• Do we want to have a guest speaker discussing a topic of interest to parents?		

<ul style="list-style-type: none"> • How will new families engage with their child's educator? Do you want to set up stations/tables for each group/room? • Will you be selling merchandise or giving out enrolment packs? How? • Who will chair the election? • What will you do if you do not get enough nominations? 		
<p>Organise advertising</p> <p>All AGMs must be advertised in the public notices of your local newspaper at least 30 days prior to the event.</p>		
<p>Promote your event</p> <p>Ideas to promote your event include:</p> <ul style="list-style-type: none"> • advertise in local paper, school newsletters, community centres and libraries • notice at service • posters/flyers to local community • personal/email invitations • verbally invite parents. 		
<p>Organise the recruitment process, prepare and distribute PAG roles and responsibilities and nomination forms to attending families.</p> <p>This information should have been provided to you at handover. If not, please speak to educators.</p>		
<p>Collect and collate reports to be presented at the AGM (President, Staff, Treasurer)</p>		
<p>Confirm with your ECMS Area Manager which ECMS representative will be attending your AGM</p>		
<p>Prepare parent information/enrolment packs. ECMS will supply each centre with a welcome pack. This will include:</p> <ul style="list-style-type: none"> • a welcome letter • an enrolment form • kindergarten Fee Subsidy Information. <p>Please think about anything else you'd like to include in the pack.</p>		
<p>Obtain a copy of last year's minutes (if required) and develop the agenda for the event.</p>		

Plan and prepare the venue. If you are using the kindergarten room, ensure you have adult chairs (these can be hired if required).		
Organise guest speaker (if required)		
Organise catering, AV and any other items		
Send a reminder to AGM attendees		
Organise name tags and attendance list		
Prepare a list of event day tasks (see next section for suggestions)		

Example running order for AGM night

Item	Tasks	Who
1	Prepare the venue/room, including: <ul style="list-style-type: none"> • cleaning the room • setting up chairs, tables, audio visual • displaying children's work and experiences • setting up the catering area. 	
2	Display (or distribute required documents), including: <ul style="list-style-type: none"> • nametags • minutes from last year's meeting • agenda • nomination forms • information packs. 	
3	Ensure each PAG member, educator and presenter has a copy of their presentation/report.	
4	Welcome arriving parents and provide them with the relevant information.	
5	<ul style="list-style-type: none"> • The meeting chair will open the meeting, acknowledging the traditional owners of the land. • Apologies • Confirmation of Minutes of previous Annual General Meeting 	
6	Reports to be presented	
7	ECMS presentations Guest speaker presentation (if applicable)	
8	Conduct the PAG election. (Ensure you have all nomination forms). Record the names, positions and contact details of new PAG members (This information needs to be provided to ECMS community@ecms.org.au)	

9	Acknowledge the outgoing PAG members	
10	Any other business	
11	Clean the room and pack up after the meeting. If using a kinder room, ensure it is ready for children on the following day.	

If you would like any advice or support in planning your AGM, please contact your Area Manager or the ECMS Communications and Marketing team at community@ecms.org.au or on 03 8481 1100.