

**AGM Guidance**

**Contents**

1. What is an AGM (Annual General Meeting)?
2. Why Run an AGM?
3. Committee Roles Review
4. AGM Minutes
5. **What is an AGM?**

An AGM is:

* A summary of your group’s year
* An assessment of current committee roles
* Allows members to see the group’s accounts
* Allows sufficient time for a thorough hand-over process.
* It is usually the responsibility of the Secretary to organise the AGM (but can be delegated to another member of the committee).
* It takes place by the end of Spring Term (Easter).
* You can announce your election results at your AGM or this can be done afterwards.

**2. Why have an AGM?**

The Students’ Union is a democratic organisation and it relies on your group to be just as democratic, so that every student has a fair chance of being involved.

**3. Committee Roles Review**

* Make sure you re-assess your committee positions listed in your group’s constitution annually, to make sure your committee set-up best reflects the needs of your group.
* It is COMPULSORY to have at least 3 committee positions, usually a President/Chair, Treasurer and Secretary all of which must be current students.
* Optional roles might include but are not limited to: Social Sec, Publicity Officer, Captain, Fixtures Secretary, Members Rep, General Committee Member.

**4. AGM Minutes**

* All business discussed at the AGM should be recorded in the form of Minutes.
* The SU has a template form which will help you record the most important information (available on the Committees Hub section of the website).
* Submit a copy of the Minutes to SU

**CHECKLIST…**

*Quick tick list to ensure you have covered everything needed to run a successful AGM!*

|  |  |
| --- | --- |
| **Things To Do** | **Checked** |
| Set Date of AGM |  |
| Inform your SU Coordinator of the date of your AGM |  |
| Look at current constitution and committee structure to see if you need to make changes at AGM |  |
| Email out to members with date of AGM and asking for agenda items (at least 14 days prior to meeting) |  |
| Write a report of your year to date to present at the AGM – photos are always a good addition |  |
| Send out AGM agenda (at least 7 days prior to meeting) |  |
| Submit the AGM Minutes and new Committee contact details to your SU Coordinator as soon as possible after your AGM and elections |  |

**FAQS**

**Do we have to do our elections first?**

No, if you want to announce your election results at your AGM then you will need to do them first but if you want to change your committee structure or roles then this will need to be discussed at your AGM then your elections can be done afterwards. \*Please Note\* The deadline for elections is 12th March so all elections will need to be finished by this date.

**Do we have to have an AGM?**

Yes, this is a mandatory requirement for all SU affiliated groups.

**What happens about elections?**

All elections need to be run online through the SU website please refer to the Elections guidance on the committee hub.

***Any questions?***

***Contact SU Student Opportunities Team:***

Sports Coordinator – Ceri.Harvey@thesu.org.uk

Societies Coordinator – Rosie.Lea@thesu.org.uk