



HOST AN AGM OR SGM

How to

Annual General Meeting (AGM): A meeting of the Club/Society held annually, attended by the Committee and Individual Members.

Special General Meeting (SGM): Any formal meeting of the Club/Society, outside of the Annual General Meeting (AGM), attended by the Committee and Individual Members.

PRIOR TO THE MEETING

Step 1: Read club constitution for important information regarding the hosting of an AGM or SGM

Step 2: Book a room for your meeting

<https://clubs.canberra.edu.au/Forms/roombookings>

<http://canberra.libcal.com/booking/rooms> for Library rooms and study spaces above the refectory

conferencecentre@canberra.edu.au for Seminar Rooms in building 24 (Clubs are allocated one booking free of charge per semester in building 24, T & Cs apply)

Step 3: Inform UC Life of your intent to hold a meeting at least 7 days prior to the meeting via email

Step 4: Inform all Committee and Individual members of the meeting and invite them to nominate for positions or contribute to the agenda at least 7 days prior to the meeting

Step 5: Agenda must be distributed to the members prior to the meeting.

If you have any questions please contact us at uclifeclubs@canberra.edu.au

At the Meeting

- Record detailed minutes – including attendance. The meeting can only proceed if the quorum is reached. Refer to the club constitution for more information on the quorum.
- President to read President's Report (AGM only)
- Treasurer to read a statement of accounts (AGM only)
- Elect the Executive and General Committee Members for the ensuing year
- Record information regarding changing bank signatories – See: *How to Change Bank Signatories*
- Discuss any other agenda items

Following the AGM

- Provide a copy of the minutes to UC Life within 7 days of the meeting
- Change bank signatories
- Provide the updated committee contact list to UC Life using the committee contacts template available on the UC Life website.
- Complete committee handover for new committee members – See: *How to Complete Committee Handover* .