Use this **AGM Preparation** **Checklist** to help prepare for the annual general meeting (AGM). You must follow the rules articulated in your organisation’s constitution to deliver your AGM.

| No. | Activity | Target date (per constitution or best practice) | Date due to be completed | √ | Date completed |
| --- | --- | --- | --- | --- | --- |
| **1** | Finalise date and time for AGM | *40 days prior to AGM* | <insert date prior to AGM date> |  | <insert date completed> |
| **2** | Ensure financial statements and audit report are prepared and available for members to review well in advance of the AGM.  Note: The financial statements and audit report MUST be presented at the AGM | *28 days prior to AGM* | <insert date prior to AGM date> |  | <insert date completed> |
| **3** | Officially call for management committee/non-committee position nominations to be elected/appointed at the AGM. Circulate position descriptions with the call for nominations.  The call for nominations can be via mail, email, web or social media, verbal announcements or on a noticeboard | *28 days prior to AGM* | <insert date prior to AGM date> |  | <insert date completed> |
| **4** | Finalise venue and catering (if relevant) | *28 days prior to AGM* | <insert date prior to AGM date> |  | <insert date completed> |
| **5** | Officially call the AGM by giving notice to members. Include detail of the date, time and venue and all business to be transacted at the AGM. Management committee decides how members are given notice (e.g. mail; email; web or social media; verbal announcement; noticeboard; etc) | *14 days prior to AGM* | <insert date prior to AGM date> |  | <insert date completed> |
| **6** | Prepare proxy forms and make available to members on request | *14 days prior to AGM* | <insert date prior to AGM date> |  | <insert date completed> |
| **7** | Receive nominations for management committee positions and non-committee positions to be elected or appointed at the AGM | *14 days prior to AGM* | <insert date prior to AGM date> |  | <insert date completed> |
| **8** | Prepare a list of all candidates’ names in alphabetical order, including the names of the members who nominated each candidate  Make the list open for inspection by members (e.g. noticeboard) | *7 days prior to AGM* | <insert date prior to AGM date> |  | <insert date completed> |
| **9** | Prepare the official agenda, including only the business that was included on the notice of the AGM  Possible Agenda includes:   * Welcome by chairperson * Apologies * Confirmation of minutes of the previous AGM * Business arising from the minutes * Chairperson/President/ Committee/Other report * Treasurer report and presentation of audited financial statement * Level of public liability insurance * Election of office bearers * General business * Guest speaker (if any) * Date of next meeting (if known) * Close | *7 days prior to AGM* | <insert date prior to AGM date> |  | <insert date completed> |
| **10** | Prepare ballot forms for any elections to be determined by secret ballot at the AGM | *7 days prior to AGM* | <insert date prior to AGM date> |  | <insert date completed> |
| **11** | Circulate a reminder of the date, time and venue for the AGM | *7 days prior to AGM* | <insert date prior to AGM date> |  | <insert date completed> |
| **12** | Circulate final reminder of the date, time and venue for the AGM | *1 day prior to AGM* | <insert date prior to AGM date> |  | <insert date completed> |
| 13 | **Host AGM**  *Note: Most constitutions have the following stated*   * At each annual general meeting of the association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election * If any of the people who are retiring from the Committee are signatories to the organisations’ bank account, try and have the necessary forms on hand so that the new signatories can be authorised after the meeting |  | **<insert date of AGM>** |  | <insert date completed> |
| **14** | Retiring office bearers must hand over the operations to the new person, together with all documents, rubber stamps, bank details, etc.  Retiring officers should also give their successors briefings describing key processes and current priorities and challenges |  | <insert agreed date> |  | <insert date completed> |
| **15** | Finalise AGM minutes | *Within 7 days after AGM* | <insert date from date of AGM> |  | <insert date completed> |
| **16** | Submit Annual Return to the Office of Fair Trading  For more information;  <https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/associations-charities-and-non-for-profits/incorporated-associations/financial-responsibilities-for-incorporated-associations/lodging-your-association-annual-return> | *Within 28 days after AGM* | <insert date from date of AGM> |  | <insert date completed> |