**BOWLS SA CLUB RESOURCE: Preparing for your AGM Checklist**

Use this preparation check list to help ensure you hold a great AGM and don’t forget any key task.

Remember:

* You must follow the rules outlined in your club’s constitution
* Give yourself time to get all the tasks done well and not rushed
* Adjust this checklist as needed to meet the planning needs of your club
* Keep on file to help with planning next year’s AGM

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| **Category** | **TASK**  (Suggested task) | **WHO** | **Suggested Timeframes**  (Check your constitution and adjust) | **Deadline**  (add date here) | **STATUS** | **Notes and things to consider for next year**  (e.g. where docs are saved next year) |
| Planning | Confirm AGM requirements as noted in constitution and per this checklist and confirm and allocate tasks |  | 3 - 4 months  prior to AGM |  |  |  |
| Planning | Finalise date and time for the AGM |  | Period stated in Constitution |  |  |  |
| Planning | Ensure venue / room booking and any associated audio-visual equipment |  | 3 months  prior to AGM |  |  |  |
| Event Plan | Organise and confirm catering (if required) |  | 1 month  prior to AGM |  |  |  |
| Event Plan | Consider what volunteer roles are needed at the AGM and arrange   * (i.e., minute taker, catering, bar staff, covid marshal, IT support etc) |  | 6 weeks  prior to AGM |  |  |  |
| Elections | Appoint Returning Officer and Scrutineers |  |  |  |  |  |
| Elections | Consider voting process (e.g. postal, proxy, ballot form)   * What voting forms are needed? |  |  |  |  |  |
| Elections | Confirm intention of current Board/ Committee members   * Who is staying on, retiring, seeking re-election etc * What skill sets are needed on the Board? |  | 4 – 6 weeks prior to call for nominations |  |  |  |
| Elections | Prepare Call for Nominations   * Include closing date and where to send, what information to include |  | Noted in Constitution |  |  |  |
| Elections | Create communication plan of what information needs to be shared re nominations   * Draft the key messages and information that needs to be shared * What additional information is needed – ie Position descriptions * Deadlines * Who to call with questions * What channels will be used to communicate this? * Website, social media, newsletter, direct communication (email, post), notice board etc |  | 2 - 4 weeks prior  to call for nominations |  |  |  |
| Nominations | Promote and actively recruit for suitable nominations |  |  |  |  |  |
| Nominations | Collate nominations and circulate information on candidates to members |  | Add |  |  |  |
| Nominations | Prepare ballots and organise any voting tool requirements –pens, IT programs etc |  | 2 – 4 weeks  prior to AGM |  |  |  |
| Nominations | Prepare Returning Officers Report, ready to add election results |  |  |  |  |  |
| Nominations | Confirm if candidate will be attending AGM and if they are required to speak at AGM, let them know in advance |  | 1 week  prior to AGM |  |  |  |
| Meeting Procedure | Define attendance options (in person, zoom) |  | Add |  |  |  |
| Meeting Procedure | Create registration attendance form and apology list (apology list should be at entrance for anyone to add to and then read out or noted by meeting Chair) |  | Add |  |  |  |
| Notice | Prepare and circulate **Notice of AGM** and include the following information:   * Date, time, location, agenda * Attendance requirements – who can attend, who can vote, pre-registration requirements * Include call for notices of motion where relevant (refer constitution to ensure everything is included) |  | Add |  |  |  |
| Agenda | Circulate final agenda to members   * Include any other information that is required to be published at the same time   (ie List of nominations, Copy of previous AGM minutes, Annual Report including audited financials etc) |  | Noted in Constitution |  |  |  |
| Event Plan | Ensure minutes are taken and settle with Chair |  | Add |  |  |  |
| Annual Report | Prepare financial statements and ensure they are audited  Include in or with Annual Report |  |  |  |  |  |
| Annual Report | Prepare Annual Report outline and allocate who will prepare each section and by when (also consider who will gather images and do any design work) |  | Allow 6 – 8 weeks to develop |  |  |  |
| Annual Report | Collate Annual report content and edit |  | Add |  |  |  |
| Annual Report | Finalise content and approve |  | Add |  |  |  |
| Annual Report | Publish and Print (hard and soft copy) |  | Add |  |  |  |
| Annual Report | Distribute Annual Report to members and prepare spare copied for meeting |  | Add |  |  |  |
| Event Plan | Create Runsheet for the AGM |  | Add |  |  |  |
| Event Plan | Prepare a ‘To bring’ list |  | Add |  |  |  |
| Event Plan | Attendance sheet |  | Add |  |  |  |
| Promotion | Consider any promotions for website, social media, direct e-mail, club newsletters |  | 3 - 4 months  prior to AGM |  |  |  |
| Post AGM | Circulate draft AGM minutes to members along with any other post event communications |  | Within 1 week  of AGM |  |  |  |
| Post AGM | Send updated list of Office Bearers / Committee members to stakeholders – Members, Association, Bowls SA, Council, Consumer and Business Services (CBS)([www.cbs.sa.gov.au/associations-cooperatives](file:///C:\Users\Taryn%20Sexton\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\EMW7A0D0\www.cbs.sa.gov.au\associations-cooperatives)) etc |  | 1 week  after AGM |  |  |  |
| Post AGM | Submit updated details - Public Officer (CBS), Bank Signatories (Bank), and Constitution (CBS, Bowls SA)  (if needed) |  | 1 – 4 weeks  after the AGM |  |  |  |
| Post AGM | Meet to debrief about what went well, and what to improve for next year. Make notes to capture the ideas to handover to who will run event next year. |  | 2 weeks  after AGM |  |  |  |
| Post AGM | Send thank you’s & address follow ups |  | 1 – 4 weeks  after the AGM |  |  |  |
| Post AGM | Ensure that the periodic return has been completed\*  \* Periodic return captures taxable earnings during the return period. Periodic returns must be completed if the association has consolidated gross receipt amounts for $500,000 or more for the year. No return is required under $500,000. **For more information:** [**CLICK HERE**](https://forms.sa.gov.au/#/form/5785a3f97c79ff1a4cc07999/app/624bde2f4d4331bf188b3625) |  |  |  |  |  |