How To:

Host an AGM or SGM

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
- Read club constitution for important information regarding the hosting of an AGM or SGM
- Book a room for your meeting
    o timetable@canberra.edu.au for tutorial rooms
    o http://canberra.libcal.com/booking/rooms for Library rooms and study spaces above the refectory
    o 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)
- Inform UC Life! of your intent to hold a meeting at least 7 days prior to the meeting via email
- 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
- Agenda must be distributed to the members prior to the meeting.

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) – See: *How to Write a Presidents Report*
- 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* .