

## Club AGM Checklist

This checklist, developed by MNSW, is designed to help clubs conduct an effective Annual General Meeting (AGM) in line with best practices recommended by the NSW Office of Sport. AGMs are an essential opportunity for members to reflect on the past year, celebrate achievements, review financial performance, and address constitutional or operational changes.

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### Pre-AGM

#### 1. Review the Constitution

- Ensure the meeting aligns with your club's constitution and any relevant guidelines.

#### 2. Schedule the Meeting

- Set the date, time, and venue early. Notify key members such as the President, Vice President, Treasurer, and Secretary.
- Provide at least 14 days' notice.

#### 3. Prepare an Agenda

- Suggested agenda:
  1. Welcome
  2. Apologies for absence
  3. Review of previous AGM minutes
  4. Matters arising from previous minutes
  5. President's annual report
  6. Secretary's annual report
  7. Treasurer's/financial annual report
  8. Election of officers
  9. General business
  10. Date of next meeting
  11. Close of meeting

#### 4. Confirm Quorum Numbers

- Determine the required quorum for the meeting to proceed.

#### 5. Communicate Committee Roles

- Identify roles to be filled and encourage nominations. Share position descriptions where needed (templates available from MNSW).

#### 6. Send a Formal Notice of Meeting

- Notify members in accordance with your constitution.

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### During the AGM

#### 1. Record Minutes

- The Secretary or Administrator should document all key points and decisions.

#### 2. Meeting Opening

- The President welcomes attendees, reviews the agenda, and distributes reports.

#### 3. Address Apologies

- Note and acknowledge any absentees.

#### 4. Review Previous AGM Minutes

- Discuss and resolve any matters arising, then formally accept the minutes.

**5. Present Reports**

- Deliver the President's, Secretary's, and Treasurer's annual reports.

**6. Conduct Elections**

- If required, hold elections for new committee members after the reports but before general business.

**7. General Business**

- Open the floor to address any additional matters not included on the agenda.

**8. Set Next AGM Details**

- Confirm the date and location for the following year's AGM.

**9. Close the Meeting**

- Formally conclude the meeting and note the finish time in the minutes.

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**Post-AGM**

**1. Submit Minutes**

- Send the minutes and any supporting documents, including updated committee contacts, to your MNSW Membership Coordinator.

**2. Share Minutes with Members**

- Upload the AGM minutes to your club's website or social media platforms.

**3. Introduce the Committee**

- Announce new or continuing committee members via email, website, or social media. Update contact details accordingly.

By following this checklist, your club can ensure a well-organized and effective AGM that complies with governance standards and fosters member engagement.