Affiliate AGM Best Practice

The NSWTA Membership Services team has created this document as a checklist for Affiliates to use when conducting an Annual General Meeting, as part of the Affiliate Accelerator Program.

An AGM is a way for members to be formally updated on how the Affiliate has been going over the past 12 months, and it is an opportunity to highlight the achievements, review the financial health and discuss any changes to the Constitution.

All information is in line with NSW Office of Sport Best Practice and is easy to understand and follow along.

Pre AGM:

- Review your constitution.
- Schedule the meeting day and time as early as possible, and notify key members immediately (e.g. President, Vice President, Treasurer, Secretary, etc.) As well as an appropriate venue, and a minimum notice is 14 days.
- Prepare an agenda for what will be covered in the AGM, example:
    1. Welcome
    2. Apologise for absence of attendance
    3. Previous AGM minutes
    4. Matter arising from previous minutes
    5. Presidents annual report
    6. Secretary's annual report
    7. Treasurers/financial annual report – including balance sheet
    8. Election of Officers
    9. General business
    10. Date of next meeting
    11. Close of meeting

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- Identify quorum numbers to hold AGM.
- Communicate with members about the Committee roles and look for potential members to fit these roles prior to your AGM. Provide members with position descriptions if relevant. Contact MSC's for Position Description template if required.
- Send a formal Notice of Meeting to all members, following your Constitution to determine when and how to do this.

During AGM:

- Take minutes if the meeting, usually the Secretary or Administrator is responsible for this.
- President will open the AGM with a formal greeting, as well as promoting the meeting agenda and distributing annual reports to attendees.
- Make any necessary apologise if any officer or significant member is absent.
- Review the previous AGM minutes, address any issues that arose from previous minutes, once addressed move to formally accept the minutes.
- Introduce any new matters that have arisen since previous AGM.
- Presidents Report
- Secretary's Report
- Treasurer / Finance report – include balance sheet
- Go through the election process, if any. If new members need to be elected at this year's AGM, you should hold those elections after the reports are delivered but before any general business has been addressed.
- Discuss General Business items. General business is usually the final matter discussed at an AGM, and is a time for attendees to bring up any issues or concerns that have not otherwise been covered.
- Set a date and location for the next AGM.
- Formally close the meeting, taking note of the finish time in minutes.

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Post AGM:

- Must lodge an annual summary of their financial affairs within one month of the date of the AGM for the current financial year OR within 7 months after the end of financial year
- Affiliates who gross receipts or total revenue exceed $500,000; or whose current assets exceed $1,000,000 – are required to provide audited financial statements
- Send minutes to your NSWTA Membership Services Coordinator. Attach any supporting documents and updated committee contacts.
- Upload AGM minutes to your website or social media for members to access.
- Introduce new or existing committee members to your members via email or social media. Update your website and contact details.

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