

Checklist – Holding Annual General Meetings

The Annual General Meeting (AGM) of the School Association is to be held as close as practicable to the end of the School Association Year. An AGM is normally held up to two weeks before or after the end of School Association Year and is organised by the School Association Committee.

** Note:* The timings shown are based on a School Association Year that ends on 31 March. If your Association has nominated an alternative School Association Year in your Constitution, you will need to adjust the timeframe to suit your School Association Year.

Complete	Term 4* Tasks
<input type="checkbox"/>	<p>Identify the date, venue and timing for AGM, setting the date for the AGM as close as practical to the end of the Association Year (generally 31 March but check your Association’s Constitution for the date of your Association Year).</p> <p><i>Hint:</i> Establishing the AGM date months in advance allows for the AGM details to be included in communications about the Committee Member elections and planning for the requirements to be completed before holding the AGM.</p>
<input type="checkbox"/>	<p>Check that members of the Committee can attend the AGM to ensure there will be a quorum in line with your Association’s Constitution. No business can be conducted at the AGM unless a quorum is present.</p>
<input type="checkbox"/>	<p>Check that the Auditor appointed at the previous AGM is still available to audit the School Association’s financial records, other information they might require and how much time they will require to complete the Audit. This will assist with having an audited financial report ready for the AGM.</p>
Complete	Term 1* Tasks
<input type="checkbox"/>	<p>Deliver the financial information the Auditor needs as per the conversation with them in Term 4.</p>
<input type="checkbox"/>	<p>Prepare a written School Association Annual Report for presentation at the AGM. This report can include what has been done during the previous 12 months and previously planned future activities or direction.</p>
<input type="checkbox"/>	<p>At least 14 days prior to the date chosen for the AGM, the Secretary of the School Association (or if there is no Secretary, the Principal) must advertise the time, date,</p>

	venue and business of the AGM, through the School Newsletter and other communication mechanisms as appropriate.
<input type="checkbox"/>	Prepare the agenda for the AGM with the Committee and make copies available for the AGM.
<input type="checkbox"/>	Have copies of the Minutes of the previous AGM (and the minutes of any Special General Meetings held during the past year) available for presentation at the AGM, along with the School Association's Annual Report.
<input type="checkbox"/>	Have copies of the audited Financial Report available for presentation by the Treasurer at the AGM.
<input type="checkbox"/>	Have copies of the School's Annual Report available for presentation by the Principal at the AGM.

