Episode 16 The Big Night - Your Annual General Meeting

Your Annual General Meeting is a legal requirement and the biggest governance event of your year. Use this timeline to work backwards from your AGM date, starting from the moment your financial year closes. It assumes your Committee election is conducted before the AGM, with results simply announced on the night.

Key requirements — check your Constitution and your Act.
The AGM must be held within the required period after your financial year ends. All financial members must receive notice within the required notice period, including the Agenda and financial statements. Quorum must be confirmed before any business is conducted.

TIMING	ACTION	DONE
5+ months before	Confirm the AGM date and add it to your Compliance Calendar. Check your Constitution for the required timeframe and any specific date constraints.	☐
12 weeks before	Confirm the election process: call for nominations, set the nomination close date, and arrange for the election to be conducted before the AGM. The election must be complete before the AGM. The financial statements need to be prepared and, where required, submitted for audit or review.	☐
8 weeks before	Begin preparing the Annual Report — the President report and relevant Subcommittee reports need to be written and the report needs to reflect the 'look and feel' you want for your organisation. The Treasurer's report will be added after the audit process.	☐
6 weeks before	Confirm the Auditor's report or financial review is on track. Check whether any disclosure of benefits to office bearers is required (prescribed association obligations). The Treasurer needs to flag any issues with the Committee and prepare their report.	☐
Notice period (check your Constitution — often 21 days)	Issue the Notice of AGM to eligible members. Include the Minutes of the previous AGM, Agenda, the full financial statements, the auditor's report (if applicable), and any proxy forms required by your Constitution. Require that Other Business items be submitted to the Secretary in writing at least 14 days in advance of the meeting.	☐
Confirm notice	Using your membership register, confirm notice is sent to all eligible members by the correct method. Unfinancial members' entitlement to notice and to vote depends on your Constitution and your state's Act — it's not a general rule. Don't assume.	☐
14 days before	Window for any Other Business closes — items must be received by the Secretary by this date. Anything not submitted in time, and not already on the Agenda, cannot be raised from the floor. Update the Agenda for distribution at the meeting if items have been submitted.	☐
1 week before	Confirm quorum will be met — contact members directly if attendance is uncertain. Confirm election results are finalised and ready to be announced.	☐
Day of AGM	Have a clean copy of the previous AGM minutes available — they aren't signed until the motion to confirm them is passed at the meeting. Have the financial reports and auditor's report available in hard copy for members who request them.	☐
At the meeting	Record all members present and any proxies received. Confirm quorum before proceeding. Follow the Agenda. Manage Other Business carefully.	☐
Within 2 weeks after	Circulate a brief summary of AGM outcomes to all members, including election results. Draft the AGM minutes — these are confirmed as a true record at the next AGM, not by the new Committee.	☐