

AGM Checklist

Before you go about organising your Club's Annual General Meeting (AGM), have a look through this list to make sure you remember everything you need to do!

Check your Constitution

It is always a good idea to check your club's constitution before setting out everything that needs to be done for an AGM. It normally outlines the rules you need to follow including any quorums (minimum number of people that need to attend), when it should take place, what elections should take place and which reports you need to provide, and much more but make sure you stick to what is written!

Venue

Some things to think about before booking any location is whether the room is accessible or is it convenient to get to? Does it have the capacity to be a hybrid meeting? You may decide that you want to provide refreshments for your AGM. If you do, you may want to consider whether you need any additional equipment or crockery such as cups, mugs, spoons, etc.

Date and time

Many motor clubs prefer meetings to take place during the evening as they are volunteers and the duties fall alongside their day jobs.

Giving notice

Your Club's constitution should outline the minimum amount of time you have to let your members know that the Annual General Meeting is taking place. The announcement to your members should include the date, time, venue, and any other relevant information. You should also make sure your membership is notified in a way that they will see it. If you put it on social media, this may not reach everyone and some may miss it.

Accounts

It is customary for a report on your club's finances to be presented at the AGM. Usually, this consists of a report from your Treasurer, but this needs to be communicated and prepared before the meeting takes place. Sometimes, the accounts are also checked and audited by an external company/individual so you need to make sure you have the time to do this, if this is something your Club undertakes.

Rules and Guidelines

Make sure you are clued up on any rules and guidelines you may have for Club meetings. This way, you can refer back to them in the case of any issues or conflicts. There is a template in the club toolkit to some rules and guidelines that your club can adopt. To find this, please head to the Club Toolkit under Management > Club Structure.

For more information guides visit the Motorsport UK Club Toolkit. For guidance and suggestions of further guides, email the Motorsport UK Club & Community Development Team at club.development@motorsportuk.org