|  |  |  |
| --- | --- | --- |
| **Name** | **Preparation** | **Deadline** |
|  | Approving audited financial statements |  |
|  | Reviewing by-laws |  |
|  | Review notice requirements |  |
|  | Review last years’ and current motions |  |
|  | Review the voting process |  |
|  | Find the minutes and documentation |  |
|  | Location time and date |  |
|  | Food |  |
|  | Prizes |  |
|  | Hook – announcement or recognition |  |
|  | Reports: Executive Director |  |
|  | Reports: Board |  |
|  | Reports: Nomination committee |  |
|  | AGM Chair |  |
|  | Are there by-law changes? |  |
|  |  |  |
|  | **Engagement** |  |
|  | A great notice for the AGM |  |
|  | Hook – why they should attend |  |
|  | Something new and exciting |  |
|  | Call and follow-up. Make it important |  |
|  | Reports – complete each other |  |
|  |  |  |
|  | **Smooth Delivery** |  |
|  | Reports look good and are available ahead of time |  |
|  | Start on time – finish on time |  |
|  | Questions are encouraged and redirected |  |
|  | Stick to the agenda |  |
|  | AGM Chair is efficient and time conscious |  |
|  |  |  |
|  | **Board Orientation** |  |
|  | First board meeting is orientation |  |
|  | Have binder for all new board members |  |
|  | 60 minute board meetings |  |
|  | Have a mentor for new members |  |
|  | Have fun! |  |

* Welcome and introductions
* Election of AGM Chair
* Meeting call to order
* Establish quorum
* Additions to Agenda / Approval of Agenda
* Approve / Amend minutes of previous AGM
* Ratify decisions of the Board
* Message from Board Chair and Executive Director
* Presentation of Audited Financial Statements
  + Optional – report from the Treasurer or Audit Committee Chair
  + Auditor’s report
* Motion to appoint Auditor(s) for the following year
* Presentation of the Nomination committee / Board Development committee
  + Recognition of departing Board Directors
  + Announcement of Directors who are continuing on the Board
  + Presentation of list of nominees to the Board
  + Call for additional nominations (depending on by-laws)
  + Accept the list of nominees
* Election of new Directors
  + Vote by members to elect new Directors to the Board OR
  + Accept the slate of Directors
* Optional – Special Guest Speaker – Special Announcement – Prize Draw
* Meeting adjournment
* Welcome and introductions (i.e. Board Chair) – *acts as Chair for the meeting*
* Election of AGM Chair

**Sample Motion:**

*May I have a motion to adopt \_\_\_\_\_\_\_\_ as chair of this AGM?*

* Meeting call to order (insert time)
* Establish quorum (refer to organization’s by-laws)

**Sample Script for Meeting Chair:**

*Under our by-laws, quorum for membership meetings is \_\_\_\_\_ members, and we have \_\_\_\_\_ members present. Therefore this meeting is duly convened.*

* Additions to Agenda / Approval of Agenda

**Sample Motion:**

*May I have a motion to adopt the agenda as presented/amended?*

* Approve / Amend minutes of previous AGM

**Sample Motion:**

*May I have a motion to approve the Annual General Meeting minutes of [previous year] as circulated?*

* Ratify decisions of the Board

**Sample Motion:**

*May I have a motion to ratify the decisions of the Board during the [previous year] year?*

* Message from Board Chair and Executive Director

**Sample Motion:**

*May I have a motion to adopt the President and Executive Director’s Report as presented?*

* Presentation of Audited Financial Statements
  + Optional – report from the Treasurer or Audit Committee Chair
  + Auditor’s report

**Sample Motion:**

*May I have a motion to adopt the Audited Financial Statements as presented?*

* Motion to appoint Auditor(s) for the following year

**Sample Motion:**

*May I have a motion to appoint [NAME OF AUDITOR OR FIRM] as auditors for the year ending [INSERT FISCAL YEAR END]?*

* Presentation of the Nomination committee / Board Development committee
  + Recognition of departing Board Directors
  + Announcement of Directors who are continuing on the Board
  + Presentation of list of nominees to the Board
  + If by-laws require, call for additional nominations

***NOTE: We encourage preparing a list of nominees in advance as a best practice***

* + Accept the list of nominees

**Sample Motion:**

*May I have a motion to accept the nominees as presented?*

* Election of new Directors
  + Vote by members to elect new Directors to the Board
  + Accept the slate of Directors

**Sample Motion:**

*May I have a motion to accept the slate of Directors as presented/elected?*

***NOTE: On appointment of Board Executive: no process for this is outlined in the Non-Profit Corporations Act, and this is generally done by the Board of Directors at its first meeting following the AGM***

* Optional – Special Guest Speaker – Special Announcement – Prize Draw
* Meeting adjournment

**Sample Motion:**

*May I have a motion to adjourn the meeting?*

**NOTES:**

Names of movers and seconders of the motions are recorded in the minutes (refer to your organization’s meeting management processes)

If there are any special resolutions requiring approval by the membership, such as changes to the constitution or by-laws of the organization, please add to the agenda when necessary. Refer to your organization’s by-laws for specifics regarding voting.