|  |  |  |
| --- | --- | --- |
| **Name of Person Responsible** | **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! |  |

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