

AGM Checklist for Non-Profit Organizations - "PDF Approach"

(Prepare...Deliver...Follow-up)

ITEM		LEAD/HELPERS
PREPARE		
<u>INITIAL DECISIONS BY THE BOARD:</u>		
1	What are the AGM requirements (our Bylaws and Societies Act/Regulations).	
2	Will our AGM be face-to-face or virtual or a combination?	
3	Are Special Resolutions required? (related to timing of Notice of AGM)	
4	Previous AGM Minutes - have all actions items been completed?	
5	Who can we ask to conduct the Election?	
6	Who can we appoint to the Nominating Committee?	
7	Will there be a social time after the AGM (re: Covid-19)?	
8	Will there be a Guest Speaker(s)? If yes, who can we invite?	
9	Will there be refreshments? If yes, who will arrange?	
10	Are there any special presentations to be made? (i.e. Thank you)	
11	Are there any special announcements that need to be made?	
<u>OTHER CONSIDERATIONS BY THE BOARD:</u>		
1	Ensure "Chair" of AGM is clear on Roberts Rules of Order for motions, etc.	
2	If Board members are leaving - determine appropriate "thank-you".	
3	Anticipate questions from the membership (especially related to Financial Report).	
<u>NOTICE OF AGM:</u>		
1	Check By-laws: usually minimum 21 days out if special resolution at AGM.	
2	Must include: date, time, location, purpose of meeting (election; special res.)	
3	If virtual meeting - send out link to register with AGM notice.	
4	Ideal would be to send to members via email and include the wording of special resolutions (Example: Motion to waive financial review by professional accountant; membership fees; changes to By-laws, etc.)	
<u>MEMBERSHIP INFORMATION PACKAGES:</u>		
* Ideal would be to send all documents to membership ahead of time via email.		
* Have some packages ready to distribute if face-to-face meeting.		
* Some groups print fewer packages because they present info on a screen.		
1	AGM Agenda (refer to By-laws for "must haves").	
2	Minutes of previous Annual General Meeting.	
3	President's Report.	
4	Financial Report (Statement of Income, Statement of Financial Position; notes).	
5	Other Reports (Executive Director, etc. as appropriate).	
6	Motions for any Special Resolutions.	
7	Link to Strategic Plan (if appropriate).	
8	Some groups present a draft budget - this is not required by Societies Act/Regs but might be in your Bylaws - check this.	

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<u>NOMINATING COMMITTEE:</u>		
1	Establish a Nominating Committee to receive nominations prior to election.	
2	Review Bylaws for Officers & Number of Directors and length of Term.	
3	Determine current Board members who want to return and be nominated.	
4	Review the nomination process guidelines - if there isn't one - create one.	
5	Send notice to Members re: nomination process - including deadline date.	
6	Prior to meeting, send information on each nominee to membership via email.	
<u>PREP FOR ELECTION OF OFFICERS & DIRECTORS:</u>		
1	Appoint person to run the election (make sure they know By-laws).	
2	Review Election procedure; if there isn't one - create one.	
3	Flipchart/paper/markers/election information re: nominations.	
4	Paper ballots/pens/ballot box in event of a vote during election.	
5	Ballot counters (at least 2 non-Board members) in case of a vote.	
6	Prepare Motion to have ballots destroyed after Election - destroy ballots.	
<u>AGM SET-UP PLANS:</u>		
1	Signage in venue to direct to AGM location - if needed.	
2	Chair and tables (i.e. head table, welcome/regist., membership, refreshments).	
3	Welcome/Registration/Info table: Info Pkgs, etc.	
4	If taking memberships: forms, cashbox & float, other payment methods.	
5	Travel claim forms for community members.	
6	Screen, LCD projector, virtual meeting equipment (camera, etc.).	
7	For election - flipchart/markers, ballots, ballot box, location for vote count.	
DELIVER		
1	Who will be setting up and when?	
2	Who will be at the welcome/reg/info table (if applicable) ?	
3	Who will be at the membership table (if applicable) ?	
4	Chair welcomes and introduces current Board of Directors.	
5	Confirm quorum (know ahead of time what quorum is of course!).	
6	Election - explain process and run election - motion to destroy ballots.	
7	Chair thanks previous Board Members who are not returning.	
<u>DOCUMENTS TO HAVE ON HAND:</u>		
1	Consitution and Bylaws; Societies Act/Regulations.	
2	Membership Information Package.	
3	Guest Speaker Bio (if applicable).	
4	Current Board of Directors List (for Chair to introduce).	
5	Sheet for new Board of Directors contact info (get right after AGM).	
6	Specific wording for any motions related to Special Resolutions.	
7	Specific working for motion to destroy election ballots.	

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