

# AGM TIMELINES FOR NON-PROFIT ORGANIZATIONS

## YEAR-END

### AT YEAR END

- Any adjustments to financials; send to Treasurer, Bookkeeper or Accountant for final version for AGM
- Board should start to work on initial decisions required to be made (see checklist)

### AT LEAST 6 WEEKS OUT

- Nominating Committee gets to work
- Begin work on Membership Information Packages
- Invitation for Guest Speaker (if applicable)

### AT LEAST 21 Days in Advance of AGM date

- Send Notice of AGM to membership including purpose of meeting (special resolutions)
- Continue work on nominations and Membership Information Packages

### One week in advance of AGM date

- Send AGM documents to Membership (Agenda, Financials, Reports, etc.)
- Send nominee information to membership (if applicable)
- Ensure that you have all the supplies & equipment you need for venue

### AGM day!

- Arrive at venue well in advance to set up
- Documents on hand per checklist

## ANNIVERSARY DATE

(Previous Societies Regulations = 4 months from year-end)

(New Regulations = 4 months from year end + 30 days to submit annual report)

If you are here you have passed the deadline for submitting your annual report and your organization will fall out of "good standing" according to YG Corporate Affairs.