



Your AGM and beyond: A preparation and reporting timeline and checklist

<p>At least eight weeks prior to the AGM</p>	<p>Hold the date</p> <p>Finalise date and time for AGM. The AGM must be held within six months of the end of your financial year. Request RSVPs for catering purposes.</p>	<p><input type="checkbox"/> 'Hold the date' email sent</p> <p><input type="checkbox"/> 'RSVP' email sent</p>
<p>At least 28 days prior to the AGM</p> <p>Did you know?</p> <p>Most clubs will not be large enough to be required to employ an auditor to produce a financial report. A verification statement will suffice unless your members specifically request an audit, or if you need one for other purposes, such as liquor or gaming compliance or grant acquittals. If your club is small and you don't need an external auditor or verifier, your president or treasurer will need to verify the financial statements. If they are satisfied, they will accompany the statements with this written, signed statement: <i>"The club's financial records show the club keeps adequate financial records that correctly record and explain transactions and enable a true and fair financial statement to be prepared"</i>.</p>	<p>Financial statements or audit</p> <p>Financial statements or audits must be presented at the AGM, so ensure they are prepared and available for members to review well in advance of the AGM.</p>	<p><input type="checkbox"/> Financial statement or audit report prepared</p>
	<p>Nominations</p> <p>Call for nominations for management committee positions to be filled by election. You may also want to call for expressions of interest for any non-management committee roles. Include supporting information with the call for nominations (role descriptions, nomination forms, how to nominate, cut-off dates, etc). The call for nominations can be via newsletters, email, web/social media or on a noticeboard.</p>	<p><input type="checkbox"/> Called for nominations</p>
	<p>Finalise venue</p> <p>Finalise venue and catering (if relevant). As a UQ Sporting club, your AGM must be held at a neutral venue (i.e. not a private dwelling). UQ Sport can provide free spaces for your AGM. If the AGM also includes an online option for attendance, ensure that the club has sufficient online meeting capacity to support all likely attendance.</p>	<p><input type="checkbox"/> Finalised venue and catering</p>
<p>At least 14 days prior to the AGM</p>	<p>Notify members</p> <p>Officially notify members of the AGM, including date, time, venue, online meeting login details and last year's AGM minutes. Notice must be in writing (email or direct mail).</p>	<p><input type="checkbox"/> Notice to members sent</p>



<p>At least seven days prior to the AGM</p>	<p>Nomination list</p> <p>Make a list of all management committee candidates' names in alphabetical order, with the names of the members who nominated each candidate, open for inspection by members (e.g. website, noticeboard).</p>	<input type="checkbox"/> List of nominations made available to members
	<p>Agenda</p> <p>Prepare the draft official AGM agenda, including only the business included in the notice of AGM. Details of any special resolutions to be considered at the AGM must also be included.</p>	<input type="checkbox"/> Agenda prepared
	<p>Call for last-minute RSVPs</p> <p>Check RSVPs / proxies if you have any concerns about achieving a quorum. Call and prompt members to attend if necessary.</p>	<input type="checkbox"/> Called for last-minute RSVPs
	<p>Ballot forms</p> <p>Prepare ballot forms for any elections or motions to be determined by secret ballot at the AGM.</p>	<input type="checkbox"/> Ballot forms prepared (only required for secret ballot)
<p>At least three days prior to the AGM</p>	<p>Distribute the final AGM agenda and all supporting documents at least three days before the AGM so that members can arrive at the meeting well prepared.</p>	<input type="checkbox"/> Agenda and all supporting documents sent to members
<p>One day prior to the AGM</p>	<p>Final reminder</p> <p>Circulate a reminder of AGM date, time, venue and online meeting login details.</p>	<input type="checkbox"/> Final reminder sent
<p>The AGM</p> <p>Did you know?</p> <p>You need to meet your quorum, the minimum attendance, for your AGM to proceed. Check your constitution for your quorum details and the process for adjourning the meeting if you don't reach your quorum.</p> <p>Did you know?</p> <p>There is no Act requirement</p>	<p>Conduct your AGM</p> <p>Conduct your AGM and record draft minutes. Announce newly-elected management committee members and any new non-management committee roles.</p> <p>You may wish to consider recording the AGM and making it available online for those unable to attend in person or via the online meeting.</p>	<input type="checkbox"/> AGM completed



<p>for the members to "adopt" the minutes of the previous general meeting, but the Act does require that: <i>The minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.</i></p>		
<p>Within seven days after the AGM</p>	<p>Minutes</p> <p>Finalise draft AGM minutes. Save the minutes electronically in a shared location accessible to the management committee for future reference Circulate to members in PDF form.</p>	<p><input type="checkbox"/> Meeting minutes prepared</p> <p><input type="checkbox"/> Minutes reviewed to confirm they are an accurate report of the meeting</p> <p><input type="checkbox"/> Minutes saved</p> <p><input type="checkbox"/> Minutes circulated to members</p>
<p>Within two weeks after the AGM</p>	<p>UQ Sport</p> <p>Provide UQ Sport with the following information within two weeks of the AGM:</p> <ul style="list-style-type: none"> • Financials that were presented at the AGM • AGM minutes • President, secretary and treasurer reports • Details of new management committee members, including their name, committee position, email address and mobile number. 	<p><input type="checkbox"/> Documents provided to UQ Sport</p>
<p>Within one month after the AGM</p>	<p>Registration</p> <p>Lodge annual return with the Office of Fair Trading (OFT), including:</p> <ul style="list-style-type: none"> • A copy of the financial statement presented at the AGM, signed and dated by either the president or the treasurer, including: 	<p><input type="checkbox"/> Annual return lodged with OFT</p>



	<ul style="list-style-type: none">○ a profit and loss statement (income and expenditure)○ a balance sheet (assets and liabilities)○ details of all mortgages, charges and securities that affect any of your club's property at the close of the financial year• A copy of the signed audit report or verification statement• Updates to management committee members	
	Conduct governance refresher training for continuing management committee members and an induction for new committee members.	<input type="checkbox"/> Complete induction of any new management committee members <input type="checkbox"/> Conduct governance training
<p>Relax in the knowledge of a job well done!</p>		