



HERE'S HOW:

TO RUN AN ANNUAL GENERAL MEETING

CONTENTS

- 3 WHAT IS AN AGM?**
- 4 AGM TIMELINE**
- 5 AGM PAPERS**
- 7 ARRANGING THE AGM AND ELECTIONS**
- 8 AGM ADMIN AND BENEFITS OF BECOMING AN OFFICER?**

What is an AGM?

An AGM or Annual General Meeting must be held by each society every year once in April. All current members should be invited to attend with the aim of democratically electing the committee to take over running the society in the following academic year. The current committee will hold office until June 30th and the elected committee will take office September 1st of the following academic year. For academic societies whose courses run throughout June, July and August this may be different, have a chat with the Student Engagement Supervisor to discuss a date right for your society. This is also a great opportunity for you to reflect on the past year with all members and discuss how you will move forward in to the next year. Under some extreme circumstances your society may need to host an EGM or Emergency General Meeting, for example if an officer needs to stand down. Under those situations the same conditions apply.

AGM Timeline

Pre AGM

- Decide on a date in April
- Notify the SU and book a room
- Discuss with the society any changes to the committee structure
- Create an agenda for the meeting, a template agenda is available at the SU office and online at BoltonSU.com
- Notify all members of the AGM time and room, details on how to stand for a position along with a copy of the agenda at least 2 weeks before the meeting
- Just before the meeting, print of ballots if this is the chosen vote method, a template is included in the next section

Elections

- Ensure all members who attend the AGM sign a sign in sheet
- Welcome all to the meeting and allow all candidates to speak if they wish
- Take a vote either by show of hands or paper ballot
- One nominated person should count the votes and announce the elected committee
- Host a discussion reflecting on the previous year and plans for the next, any changes should be voted on

Administration

- Take minutes of the meetings
- Current officers and elected officers should complete the two hand-over forms and new officer contact details
- Examine the risk assessment and add any activity you foresee that is not included along with the assessed risks.
- Once all paperwork is completed and signed return the the SU office along with the minutes and sign in sheet by the prescribed date

AGM Papers

AGM Agenda

A template for the AGM agenda can be accessed at BoltonSU.com or at the SU office. Members should have the option to add items to the agenda to be discussed. The agenda will also support with writing the minutes. It will generally run per the following:

- Introduction, welcoming all to the meeting and explaining the reasons for the meet.
- Elections and results
- Discussion about challenges and successes of the past year, plans for the next year and whether you should have a membership fee (up to £10).
- Completion of handover forms and officer contact forms
- Discussion and completion of the risk assessment for the next academic year
- Any other business

Sign In Sheet

All current members should sign in upon attendance of the meeting and checked against the membership list. This list should be handed to the SU with all handover paperwork.

Ballot Paper

| Candidate | Position | Vote (X) |
|---------------|------------|----------|
| Adam Jones | Chair | |
| Joe Thomas | Chair | |
| Emma Timms | Vice Chair | |
| Harry Smith | Secretary | |
| John Potter | Secretary | |
| Sheila Owen | Treasurer | |
| Amandeep Kaur | Treasurer | |

Hand Over Form (1)

This form is self-explanatory, please complete all fields. It should be returned to the SU with handover papers.

Hand Over Form (2)

This form is self-explanatory, please complete all fields. It should be returned to the SU with handover papers.

Officer Contact for and Data Protection Declaration

Please complete all sections of the form, this is key so that the SU has all the correct contact details. It is also compulsory if you wish to be an officer to sign the Data Protection Declaration. This is a legal obligation to ensure your data is used solely for the correct purposes and that officers understand exactly how the data will be used, stored and destroyed.

Risk Assessment

It is important you read the pre-made risk assessment and check to see it covers all of your proposed activity for the coming year. If it doesn't, use the guidelines available at boltonsu.com or in the office to assess any additional risks. This should be returned to the SU with all handover paperwork.

Arranging the AGM

A date should be decided for the AGM that is agreeable to most of the members. The venue should also be accessible to all. An agenda should be created outlining all items to be discussed including all vacant positions for elections. The agenda and AGM details should be sent out to all current members 2 weeks prior to the proposed date and time. The secretary should take a lead on this. Ask members who wish to nominate themselves to stand for a position to email back and notify the secretary by a certain deadline. A few days before, the ballot papers can be prepared. You must decide who will Chair the meeting, usually the Chair or Vice Chair, this person will essentially host the meeting, keep order and refer to the agenda. Some student groups may wish to host their AGM at the end of an event or at the start, that's fine and often can help with members attending.

Elections

It is important to kick off the elections by allowing all candidates an option to speak in front of the members outlining their reasons why they want to stand for a position. Explain to the group how the vote will work and, you may wish to vote by raising hands and counting or you may want to have ballot papers. Members should be allowed to vote in privacy if they so wish. Members should have the option of a 'no vote' or 'Re-Open Nominations' if they feel no candidate deserves their vote. The committee should remain impartial throughout the process but are permitted a vote. This will be written on the ballot paper as RON. Once the vote has taken place the count should be done fairly, by an impartial current committee member. If the result is close it is good practice to do a re-count. The results can then be announced.

AGM Administration

The secretary ideally should take notes of what is discussed under each item of the agenda to write up into the meets minutes later on. These will then be forwarded to all society members and a copy held with the Students Union Office.

Once the elections and discussions have taken place Handover For (1), Handover Form (2), Society officer Contact Details and Data Protection Declaration should all be completed by current and newly elected officers.

Checklist of signed paperwork to be returned to the Student Engagement Supervisor:

- Sign in sheet of attendees
- Handover Form (1)
- Handover Form (2)
- Society Officer Contact Details
- Data Protection Declaration
- Risk Assessment for the following year

Benefits of becoming a Society Officer

- It shows certain skills such as leadership, communicational and organisational so looks great on your CV.
- Great networking opportunities
- You have a chance to make a change and improve things for the society
- You'll have access to workshops such as the Look After Your Mate Workshop, Events Planning & Marketing Workshop and the Sponsorship and Fundraising Workshop
- A chance to be nominated at the Society Awards
- Any hours spent working on the society count towards the enrichment strand of the Bolton Award, which will appear on your Higher Education Achievement Report (HEAR)
- Gain a digital badge on Moodle