**Annual General Meeting
Template Agenda**

**Society:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of AGM:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Agenda**

1. *Welcome and Introductions*
* Introduce current committee and members present.
* Distribute the sign-in sheet.
1. *Minutes from previous AGM* (if available)
2. *Matters arising from previous AGM*
* This is where any outstanding actions should be addressed (for example – if the committee meeting last year aimed to set up social media accounts and that hasn’t been done, the group should decide if this should be re-actioned to the upcoming year).
1. *Written reports from committee positions and finance report* ***OR*** *general review of your year*. Should include topics such as:
* How is your recruitment of members over the year? Is there any way you could improve this?
* Events: review the events you’ve hosted over the year and discuss any future plans.
* Levels of participation: are you happy with the level of commitment / attendance / performance from members? How can this be improved?
* Membership fees: if the society had a membership fee, did it cover the society expenditure? Do you need to raise more money?
* Training: is your equipment sufficient? Are your facilities suitable? Is there anything that would help how your society operates in the next year?
* Publicity: are you reaching a large enough audience? If you have social media accounts, how many followers do you have? Could you boost your engagement any better?
1. *Vote in new committee*
* This is where present members should complete ballot papers and any proxy votes are collected.
* This process should be anonymous.
1. *Report on elections results*
* Votes should be counted and the new committee can be announced.
* **Note:** ideally a member of staff from the SU should be present in order to double check the voter counts, if this is not possible – the ballot papers should be given in to the Student Groups Advisor as soon as practically possible.
1. *Discuss upcoming events/plans for next year*
* This is where the new committee can discuss their ideas and what their priorities are for the society over the next year.
1. *Review society constitution and structure*
2. *Handover of current Facebook / Email / Twitter Accounts*
3. *Any other business*
* This is where the new committee and present members can discuss any other matters, for example membership fee.
1. *Collection of sign in sheet*
2. *Delivery of handover information to the Societies Team*
* Please ensure that you return any and all AGM and Society handover information to your Societies Coordinator. Alternatively, you can email this documentation to societies@wolvesunion.org