

Annual General Meetings (AGMs) can seem daunting but they're really very straightforward. They can be so beneficial too giving you time to reflect on the past year and start looking forward to the future. Follow this step-by-step guide to run a successful AGM:

**Step 1: Set a date**

You can set any date as long as you:

- Set a date before the 14<sup>th</sup> May 2021
- Ensure that as many active members of your Club/Society as possible can attend
- Give all members at least 7 days' notice of the meeting

**Step 2: Let people know**

At least 7 days before the AGM you must let all members & AUBSU Activities Coordinator know the following information:

- Date of meeting, Time of meeting, Place of meeting
- Agenda for meeting (check out our AGM agenda template)

**Step 3: Taking attendance**

It's important to keep a record of your members who attend the AGM. You need to take a register of all members that attend. Be sure that you take this information and do not pass a sheet around (as this is a breach of data protection regulations).  
 (Check out our AGM Development Form)

**Step 4: Voting**

When it's time to do the vote, any full or part-time AUB student can run for a committee position.

In-person (only to be done within an outdoor sports training session):

Students running for committee should announce that they would like to run, say a bit about why they would be good for the role. There's no limit on how many people can run. Current committee members can run again.

Voting should be done individually on bits of paper that are collected and counted by committee members (providing they are not running for the position). We recommend not announcing the number of votes, simply who won. Repeat for each committee position.

Only members can vote – that's full or part-time AUB or BU students who have paid membership. In the case of a tie, a coin flip is best.

Online:

You can use any suitable platform, such as Google Forms, the AUBSU website or another poll host. Ensure that voting is a) anonymous b) open to all members.

You can open your vote for the duration of your AGM, or keep it open longer to maximise the amount of votes.

**Step 5: Taking minutes**

Taking minutes isn't as hard as it sounds. Make a note of any votes and the number of people who vote "For," "Against," or "Abstains." For everything else just take notes and make sure you keep track of who says what. Dominate one committee member to take minutes throughout your AGM. You can use your minutes to write up your Development Form.

Step 6: Reporting back

Officially announce your new committee members to your Club/Society and make sure you let the AUBSU Activities Coordinator know the outcome. Fill in your development plan and send it to AUBSU.

If you're unable to complete an AGM...

We know it hasn't been the smoothest year and some societies/clubs are on hold, struggling with memberships. If this is the case, don't worry, just contact the SU (via the Activities and Communities Coordinator) to let them know and discuss alternatives.