

# AGM Essentials: Key Steps for a Successful Meeting



## What is an AGM?

An Annual General Meeting (AGM) is a formal meeting held once a year where club executives, voting members, and stakeholders review the club's performance. It is a legal requirement under the Act.

### 1 Key Elements of an AGM

- **Reports & Records:** Previous AGM minutes, annual report, audited financials, and committee reports.
- **Affiliations & Memberships:** New life member nominations and affiliations.
- **Elections:** Appointment of office bearers.

### 2 Planning for a Successful AGM

- **Know Your Constitution:** Ensure all processes align with club rules and legal requirements.
- **Set Dates & Venue:** Send AGM notices at least 21 days in advance as per regulations.
- **Prepare Key Documents:** Submit reports beforehand and include them in the agenda.

### 3 Voting & Election Procedures

- **Determine Voting Rights:** Use club bylaws to confirm who can vote. Maintain an attendee list and distribute ballots accordingly.
- **Understand Resolutions:** Review proposed amendments and office bearer nominations before the AGM.
- **Voting Methods:** Use ballot forms for multiple nominations and appoint scrutineers for fairness.

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## Using Technology for AGMs

- **Online Meetings:** Platforms like Zoom & Microsoft Teams can be used.
- **Electronic Voting:** Tools like JotForm & SurveyMonkey may facilitate voting but must comply with the constitution.

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## Support & Resources

- **SLSQ AGM Templates & FAQs** – Available to assist with notices and governance.
- **Compliance Team Assistance** – Contact SLSQ for any AGM-related queries.

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## Follow-Up Actions

- **Clubs** - Check AGM voting procedures and compliance requirements.
- For additional support, reach out to the SLSQ compliance team.

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