

TASMANIAN

UNIVERSITY

STUDENT

ASSOCIATION

HOW TO RUN AN AGM

PREPARE

- The president should get in touch with the executive to decide on an appropriate time and venue for the AGM (it can be digital, there is also the TUSA board Room, and Clubs and Societies Room on the Sandy Bay Campus which are free pending availability). When choosing a venue take into consideration the location of the majority of your members.
- The president should remind the executive that are required to write reports to get those in preferably 7 days before the AGM.
At a minimum the president should write a report summarising the year and the treasurer must write a financial report with incoming and outgoing expenditure as well as a bank account reconciliation.
- The executive should also decide on any changes to the constitution they may want to bring to the AGM.

INVITE

- Invite all of your Members from the year the AGM is concluding. For Example if your AGM is to reaffiliate in 2019 invite you members from 2018.
- In the invitation you should state at a minimum
 - Positions that are up for nomination
 - The time of the AGM
 - The Location of the AGM
- Ideally you should also release any written reports or motions that will be voted upon at the AGM so members have the opportunity to read them before hand.

Your invitations should go out to members at a minimum 7 days before the AGM or as per your constitution. You must attempt to contact all members. It is recommended that you send an invitation via email but you may also choose to use social media, texting, etc. The more methods you use the better.

ON THE DAY

- Assign a chairperson for the meeting (if the president is present it should be them)
 - They should outline how the meeting will progress, e.g. how voting will be done, when and who is allowed to speak/vote, etc.
 - This person needs to make sure that all reports are moved, seconded and voted upon to be accepted. For example you might ask “Can I please have someone to move and second that the 2018 financial report be accepted? Thank you Joe Blogs for moving and John Doe for seconding. All those in favour, all those against, all those abstaining.”

- Assign someone to take minutes (if the secretary is present it should be them)
 - In your minutes you should include:
 - Full Society names, date, time (both start and end) of meeting and venue.
 - Who was there? Who sent an apology? Remember to include surnames.
 - Jobs/ tasks that were allocated to people.
 - Anything that was voted on. The exact words of the motion, who moved and seconded the motion, and whether it is carried or not.

AFTER THE AGM

- Do a handover takeover between the old and new executives.
- Email the Sports and Societies Officer with the name, address and phone number of any new bank signatories. The Sports and Societies Officer will need to write a letter for you to take to the bank for you to take when you change the signatories so please send this in a couple of days before you plan on going in to the bank.
- Fill in the Societies Reaffiliation Form <https://TUSA.com.au/clubs-societies/societies-information-portal/societies-affiliation-re-affiliation-form/>
- Have an amazing year!

ASK FOR HELP

Never be afraid to ask for help.

Past or present members of your societies executive are invaluable resources. They will know some of the tricks of the trade specific to your society. The other option is to take advantage of the knowledge of the Societies Executive or the Sports and Societies Officer.

Clubs and Societies Officer:

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