

How to Conduct your AGM

Background

The Annual General Meeting must be held within 5 months of the end of your financial year. If you do not know when your financial year ends, you will find it in the Definitions section of your constitution, (or you can ring the ECKA administration staff).

Your Financial Year ends (Check your Constitution).....

Your current Auditor is (Check AGM minutes from last year).....

The AGM is held to:

- inform the members (parents of children attending or enrolled to attend you kindergarten, as well as any other members that may be included under your constitution) of the activities of the past year
- present the financial statement covering the previous 12 months.
- Elect the committee for the coming 12 months
- Appoint an Auditor for the next 12 months.
- NB – no other business can be conducted at an AGM.

Before your AGM

At a committee meeting determine the date time and place for your AGM. Inform the ECKA office as soon as you set the date so that we can ensure you will have financial report in time.

You must give notice of your AGM to all your members in accordance with the requirements of your constitution. (attached is an example notice). Notice must include the date, time and venue for the AGM.

Your constitution requires notice to be given (Check your current constitution)

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When you provide notice to your members you can also make available nomination forms for a position on the committee, and provide information as necessary to those who would be interested in joining the committee.

An agenda for the AGM will need to be prepared. (attached is an example)

At the AGM

Ensure you have a quorum – as set out in your constitution - before you start the meeting. Your quorum is (Check your current constitution).....

Ensure you have an attendance list available for people to write their names on so you have a record of those present.

Distribute copies of the minutes of the previous AGM and a copy of the current financial report. This can be done a number of ways, either print a copy for everyone who comes, or circulate a few copies so people may inspect them.

The minutes of the previous AGM, (and any SGM's held since then) are accepted – this needs to be moved and seconded and recorded in the minutes. (Only those who were present at the last AGM can move and second the minutes of the previous AGM)

The president will usually open the meeting and read out any apologies and ask if there are any other apologies. The apologies need to be moved and seconded and noted in the minutes.

The reports can then be given. Reports are given by the President, Treasurer and Teacher. They can be read from a prepared report. The President will usually give a summary of the activities of the committee for the year – ie; working bees, fundraising activities, other events etc. The Teacher will usually report on all the program activities for the year, and the Treasurer will usually give a

summary of the financial status – what the total income and expenses have been for the year, if any large expenses explain what they are (eg; new fort or sandpit etc) and the current financial status, such as if the kinder is in a good financial position or if things are a bit tight and more fundraising will be needed etc.

The reports need to be moved and seconded and recorded in the minutes.

The election for the new committee is usually held next. It is best to have a guest chair this part of the meeting, perhaps a life member, or and ECKA board member or administration staff member could be asked.

All positions will be declared vacant and nominations called for. Any nomination forms received before the AGM should be provided to the person chairing the election process and if insufficient nominations have been received, further nominations can be called from the floor.

If only one nomination is received that person will be deemed to be elected to that position. If more than one nomination is received a ballot – either by show of hands or by paper votes – will be held. All nominations must be moved and seconded and noted in the minutes.

When election process is finished the meeting can be either handed to the new president to finish the meeting, or the outgoing president may finish the meeting.

The final business will be for an Auditor to be nominated for the coming year. This must be moved and seconded and recorded in the minutes.

After the AGM

The Secretary (who is also the Public Officer) will need to fill in the Annual Statement of the Public Officer which has to be sent in to Consumer Affairs within 28 days of the AGM. The ECKA Administration staff can assist with this.

Ensure a copy of the AGM minutes are filed at the kindergarten for future committees.

Ensure a handover meeting has been arranged so that the outgoing committee members can properly inform the new committee members of what they will need to be doing and where they can find the necessary information and resources.

..... Kindergarten

**Notice of:-
Annual General Meeting**

Where:

When:

Time:

A light supper will follow / information evening will follow (if this will be the case)

RSVP :

Kindergarten Association

ANNUAL GENERAL MEETING

200_

venue

date

time

AGENDA

1. Opening and welcome
2. Apologies and attendance list circulated
3. Minutes of Previous Annual General Meeting
4. Presentation of reports
 - President
 - Teacher
 - Treasurer
5. Election of Committee members
6. Appointment of Auditor
7. Close of meeting (and Supper)

Nomination for Committee Position

..... **Kindergarten**

I(name of nominator)

would like to nominate
(name of nominee)

to the position of (please circle):-

President

Vice President

Secretary

Treasurer

General Committee Member

on theKindergarten Association,
Committee.

Signed(name of nominator)

I, (name of nominee), accept the above nomination.

Signed

Date

Where more than one person nominates for a position, an election will be conducted at the AGM.