

The Annual General Meeting

Introduction

There are both legal requirements and good governance practices for committees of incorporated associations. It is vital that the committee is aware of these and has procedures in place to ensure compliance and effective continuity of governance.

In early childhood services, committee members are usually elected for a period of one year (refer to your organisation's constitution). Although members may be eligible for re-election, this lack of continuity can be very difficult to manage. As a result, there is a period of time each year when the committee experiences a period of change and uncertainty.

It is important that the Annual General Meeting (AGM) is seen as a time of celebration, when the committee, staff and members can look back on their achievements of the past year and ensure that their work will continue to serve the organisation into the future. It is an opportunity for members of the organisation to come together to hear what has been happening over the previous year and to actively participate in the future by either nominating to be on the committee or by participating in the election process.

It can also be a very stressful time, such as encouraging people to attend, planning, fulfilling all the legal requirements, uncertainty about the future and recruitment.

Awareness of available resources and careful planning will assist you towards a successful outcome and a smooth transition to a new committee of management. *CommitteeBasics – The Annual General Meeting* provides tips and guidelines to ensure a successful AGM, including information about planning, recruitment, reports and managing the meeting.

This information is relevant for all incorporated associations, including independent kindergartens, community-managed long day care and cluster-managed kindergartens which have maintained their incorporated status.

Key steps to a successful AGM

Background

All incorporated associations are required to hold an AGM within five months of the end of their financial year. Check your organisation's constitution to find the date for your end of financial year.

General overview

To ensure a successful AGM, committees need to:

- Be clear about their legislative requirements
- Begin planning early

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- Be strategic in recruitment strategies
- Delegate responsibilities
- Remain positive and enthusiastic about their experience on the committee and the skills they have learnt.

Compliance

- *Associations Incorporation Act 1981*
- Associations Incorporation Regulations 1998
- Your organisation's constitution or the Model Rules

Where to get more information

- Your organisation's constitution
- KPV *Employer Management Manual*, Section 3
- Consumer Affairs Victoria: www.consumer.vic.gov.au
- Our Community: www.ourcommunity.com.au
- An information sheet can be downloaded from Our Community: www.ourcommunity.com.au/boards/boards_article.jsp?articleId=1375
- An information sheet can be downloaded from Consumer Affairs Victoria: [www.consumer.vic.gov.au/CA256902000FE154/Lookup/CAV_Publications_Associations/\\$file/assoc_appkit_factsheets.pdf](http://www.consumer.vic.gov.au/CA256902000FE154/Lookup/CAV_Publications_Associations/$file/assoc_appkit_factsheets.pdf)

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