

# Planning

## Background

To avoid last-minute nominations and lack of continuity in committee membership, it is important that committees consider the AGM and succession planning well before the AGM is to be held. This can be difficult in early childhood services, where the pressure of managing the daily operations tend to take priority over long-term planning. To facilitate this process, it is important to plan early, develop clear procedures, set timelines for activities and delegate tasks.

## Overview

At least three months (preferably four months) before the AGM, committees should refer to their constitution to determine any legal requirements in relation to the AGM. Committees may find it useful and time efficient to delegate some of the planning responsibilities to a subcommittee.

Information on the necessary planning that needs to be undertaken by committees before the AGM is provided below.

### Decide on a venue

Usually the AGM is held at the centre because it is convenient, free and is a great opportunity for new parents to become familiar with the environment—the centre can also be showcased to the community. However, the centre may be too small to comfortably accommodate a large crowd of adults, there is work involved in both setting and packing up, and the AGM may interfere with the daily program.

An off-site community centre, church or school hall may be considered as a suitable, appropriate alternative. It could have amplification and IT facilities available, easy access to parking and less work involved in setting and packing up. There may or may not be a cost involved.

### Decide on timing

The Associations Incorporation Act 1981 requires incorporated organisations to hold their AGM within five months of the end of their financial year. Committees should consider holding their AGM as close as possible to the end of their financial year to ensure financial records are current. This gives those considering joining the committee confidence that the organisation is in a sound financial position.

Many organisations hold their AGM at a similar time to previous years. This creates an expectation within the community and is often easier to plan towards. If it meets your constitutional requirements and has been successful in the past, the committee may consider following previous practices.

### Plan

The following questions are useful when planning an AGM:

- Who may be suitable to approach for nomination? Consider: eligibility, longevity and useful skills
- What is the most appropriate format for the evening? For example: as a meeting only, as a social event, with a guest speaker or as an information night

#### PROGRAM PARTNERS



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- Who is a suitable person to chair the election? For example: local councillor, school principal or past president
- How you might encourage people to attend the AGM? Possibilities may include: lucky door prizes; confirmation of places and payment of fees; good food, wine and cheese; and a personal approach—offer to show them around the centre.

### Understand

Committees need an understanding of how committees of management work in order to plan their AGMs effectively. This includes having knowledge of:

- Constitutional requirements
- The skills required for your committee to fulfil their roles and responsibilities—it may be useful to complete a skills analysis for your committee
- The nomination and election process.

### Prepare

Committees need to ensure that the following are carried out in preparation for the AGM:

- Recruitment packs for distribution to interested candidates (refer to Section 3 'Committee recruitment' of this document for more details)
- An agenda to be written and distributed. It must state the date, place and time, and include: welcome, attendees and/or apologies, confirmation of the minutes of the previous AGM and of any Special General Meeting held since that AGM, business arising, reports, general business (which has been advertised according to the constitution) and election of the committee
- Financial records for the auditor
- Other reports, such as from the committee (president/secretary), financial (treasurer, including audited statement), teachers and others (such as subcommittees and special projects)
- Copies of the following need to be distributed before the commencement of the AGM: the minutes from the previous AGM and any Special General Meeting held since that AGM, annual reports and spare nomination forms.

If the AGM is also to be used as an information night, committees may also need to prepare an information pack that may include:

- An enrolment form
- A parent handbook
- Copies or summaries of centre policies and any forms that need to be signed
- Program details for the following year.

### Communicate

A range of communication strategies will be required to ensure as many people as possible are aware and encouraged to attend. This includes the provision of:

- Notices
- A countdown notice on the door
- Advertising (as per your organisation's constitution)
- Personal letters or invitations.

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## **Update**

The committee's membership list needs to be updated according to the organisation's constitution.

## **Compliance**

- Your organisation's constitution or the Model Rules

## **Where to get more information**

KPV *Employer Management Manual*, Section 3.7.1; Section 3, Appendices 6–8

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Department of Education and  
Early Childhood Development



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