

AGM checklist

3–4 months beforehand

- Check constitutional requirements:
 - Advertising of AGM
 - Composition of committee
 - Membership
 - Provision for proxy voting
 - Nomination processes
- Review job descriptions
- Set up planning subcommittee
- Decide on the format for the evening

2 months

- Plan and implement advertising strategies
- Treasurer ensures that all financial books are up to date

1 month

- Treasurer meets with the auditor to hand over books and required documents for auditing
- Prepare agenda

1–2 weeks

- Ensure all arrangements for the venue are in place
- Confirm date, time, place etc. with guest speaker and/or returning officer
- Photocopy reports, minutes, agendas
- Prepare information packs

Following the close of nominations

- Check what nominations have been received
- Prepare voting slips if there are more than one nomination for a position and advise nominees that there will be an election

On the night

- Room is set up

PROGRAM PARTNERS



Department of Education and
Early Childhood Development



Kindergarten Parents Victoria Inc. ABN: 39 058 205 158
Reg No: A0024070C PO Box 1246, Collingwood VIC 3066
Tel: (03) 9489 3500 **Rural:** 1300 730 119 **Fax:** (03) 9486 4226
Email: kpvp@kpvp.org.au **Website:** www.kpvp.org.au

- Refreshments are ready
- Table ready with sign-in sheets, pens and information packs
- Start on time
- Follow the agenda
- Have copies of the constitution
- Be clear about quorum requirements and eligibility for membership
- Celebrate your achievements!

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