

## Information Sheet No.16

# The Annual General Meeting (AGM)

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### **Why do you need to hold an Annual General Meeting?**

The *Associations Incorporations Act* (1991) requires incorporated bodies to hold an Annual General Meeting (AGM) every calendar year.

### **When should you hold the AGM?**

Your constitution probably states that the time and place should be determined by a General Meeting of the P&C. Some schools hold their AGM towards the end of the school year in November as parents are then more familiar with the P&C and its activities and it allows for some planning to take place for the next year. The *Associations Incorporations Act* (1991) requires an incorporated body to hold an AGM once in each calendar year within five months of the end of the association's financial year.

### **How much notice do you need to give of the date of the AGM?**

The standard P&C constitution requires that the notice of the date of the AGM be given in writing (school newsletter is acceptable) no less than seven days prior to the proposed meeting.

### **What is dealt with at the AGM?**

The Executive Committee, as described in your P&C's constitution, is elected at each Annual General Meeting (including your delegate to P&C Council).

The Treasurer must present an audited copy of the annual statement of receipts and expenditure. The outgoing President as well as sub-committees such as Canteen, Outside School Hours Care should present written reports of the past year's activities.

An auditor with appropriate qualifications should be appointed for the coming year.

### **What is an Executive Committee?**

The Executive Committee consists of members of the P&C association who have been elected to be committee members. Those who take on the specific responsibilities of President, Vice-President, Secretary and Treasurer are referred to as the office-bearers.

### **How should the annual reports be presented?**

Ideally these should be printed and distributed beforehand and a verbal summary presented at the meeting.

### **How can you encourage more people to stand for positions?**

All members should feel welcome and encouraged to participate throughout the year. They should be aware of what is involved in the various roles of office. If members are reluctant to take on office-bearer positions, find out why. Do the current office-bearers have too heavy a workload? Can some of the tasks be delegated to other members? To encourage more parents, some schools prefer not to have the AGM coincide with the first P&C meeting of the school year. The first meeting could provide an opportunity for planning the year's events and for social interaction.

### **Is there a limit to the time someone can remain in office?**

Your constitution will specify any time limits that may apply; otherwise, retiring committee members are eligible to stand for election. ★