

AGM Planning

Each Bristol SU group must have an AGM (Annual General Meeting) once a year. It is your group's most important democratic meeting.

It is open for all your members to attend and it is your chance to reflect on what your group has been up to and look forward to the year ahead. In order to be best prepared and to make the most of the meeting just follow these simple steps.

Before the AGM

Check your constitution

This document outlines all of the correct procedures for running your AGM

- When to hold it
- How much notice you give your members
- How many people need to attend in order to vote
- Your method of vote counting

Location

Think about where you want to hold the meeting. Will it be big enough if two thirds of your members turn up? Do you need mics and display equipment?

Annual Report

It is good practice to prepare a report about the core events and activities of your group in the last year. This should include things related to your groups' development, for example;

Recruitment of members

How does your membership compare to last year, are there any reasons for this?

Events

Future planning or reviewing past events

Participation

Are you happy with the level of commitment, attendance, performance? How can you improve?

Sponsorship and membership fees

Do you need to raise more money?

Training

Is your equipment sufficient? Are you happy with your coach/teacher/tutor/speakers? Are your facilities suitable?

Publicity

Are you writing match reports/profiles for the paper? How many twitter followers do you have?

Financial Report

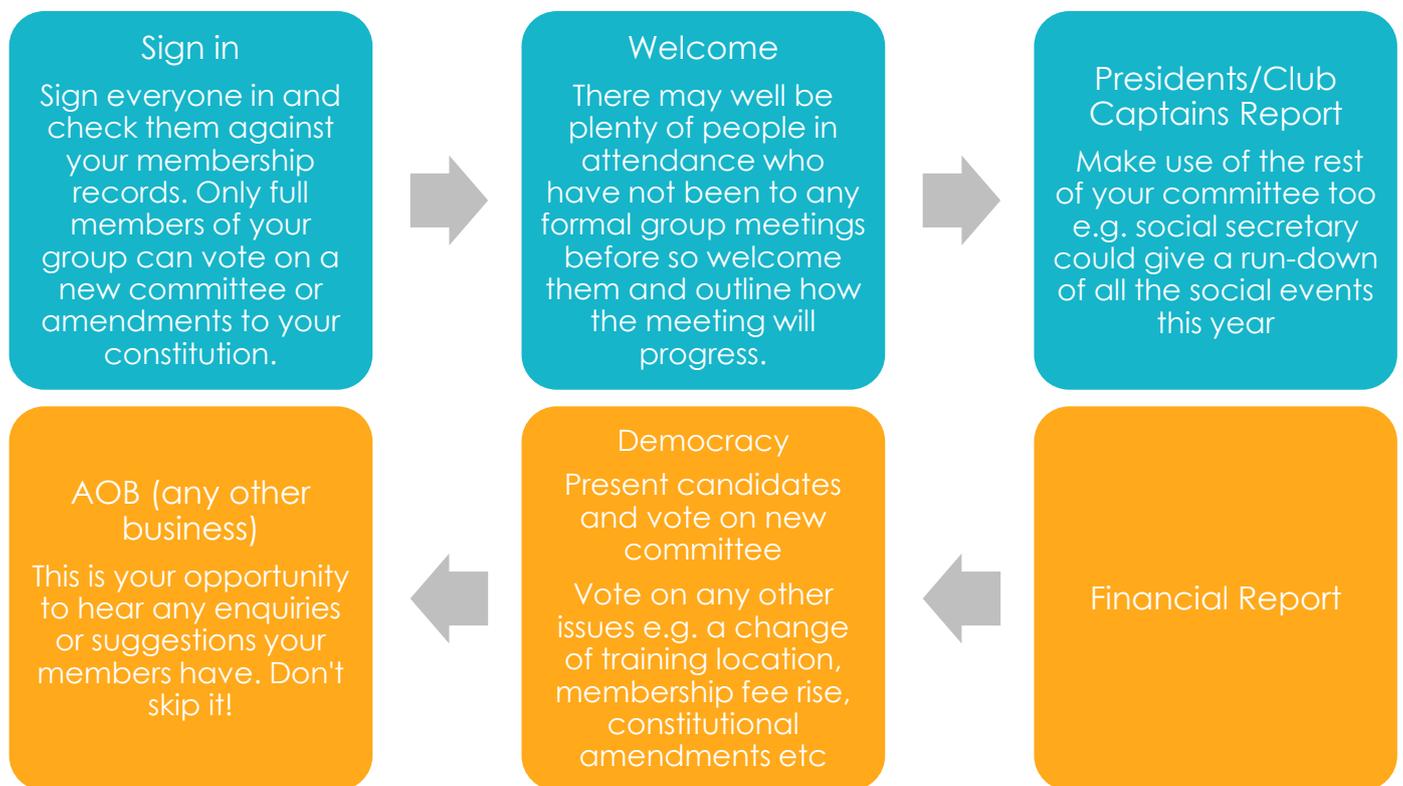
You should be keeping good financial records all the way through the year but especially leading up to your AGM. Think about how you can present your financials in the best way for your members to understand.

A report should include your balance at the beginning of the year and your current balance along with a breakdown of income and expenditure. If you have any outstanding debts/loans make sure you include these so that your members know what the group has committed to financially.

Elections

If you are electing your new committee at the AGM collect in nominations beforehand. You might want candidates to prepare a statement about why they want the positions/what they would do on the committee and circulate these to your members beforehand.

At the event



After the AGM

Publish the minutes on your Bristol SU webpage (resources section) so that any members who weren't there can see what happened.

Complete the handover paperwork for Bristol SU to re-affiliate your group for the coming year.

For further questions and support, contact bristolsu-development@bristol.ac.uk