



Meetings – information sheet

Unlike board or committee meetings, a general meeting is open to all members.

There are usually two types of general meeting - the Annual General Meeting (AGM) and the Extraordinary General Meeting (EGM). They should be referred to in the constitution. The rules for these general meetings should also be stated in the constitution eg:

- How many people are needed at the meeting to make it official (this is known as the quorum)?
- How much notice are you obliged to give members?
- How far in advance should you issue the Agenda?

Annual General Meeting (AGM)

The main reasons for holding an AGM are:

- To elect the board for the following year
- To discuss and vote on amendments to the constitution or Terms of Reference
- To produce the annual accounts
- To highlight the achievements of the CB over the last 12 months

Top tips for AGMs:

- Make sure you know if nominations for new committee members have to be taken in advance or can you take them at the meeting? (Most AGMs require a proposer and a seconder for each nomination)
- Delegate duties - the task of organising the AGM usually falls to the Secretary, but the Treasurer, Chairperson and Volunteer Coordinator will also have a role to play.
- Arrange the venue, date and time of the AGM well in advance
- Promote it well! Be welcoming to ALL members – maybe think about offering a fun, social element? The members need to be involved in the AGM to ensure that the CB's decision-making process is fair and representative of its membership. It is also an opportunity to involve new people in the running of the CB.

Sample agenda (include rough timings for each topic)

- Apologies for absence
- Minutes of the previous AGM
- Matters Arising
- Chairperson's Report
- Secretary's Report
- Treasurer's Report
- Election of Officers
- Date of next meeting (if known)

TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP



Extraordinary General Meeting (EGM)

EGMs are called upon if at least a third of the CB's members (or some other proportion specified in the constitution) wishes to amend a CB rule, amend the constitution or discuss any other important, urgent matters which cannot wait until the AGM.

Board or Committee meeting

Committee meetings are organised by elected officers to manage the day to day running of the club.

Keep these meetings short – no longer than 90 minutes - to the point and ensure they are completely necessary - otherwise you may lose the interest of many officers. This is where the role of the Chairperson is vital.

Sample agenda (include rough timings for each topic):

- Who is attending
- Who has sent their apologies
- Review of previous minutes
- What is the meeting objective? State the overall outcome of the meeting
- Agenda items for discussion - ask all attendees to send in any items for the agenda in advance
- Actions/ Outcomes - detail in minutes if a decision or vote is required or someone assigned needs to take lead on any areas of agenda.
- Date of next meeting
- Any other business (AOB)

It may be helpful to develop rules and guidelines for the conduct of committee meetings, to help keep everyone on track. See 'Dealing with difficult people in meetings'.