



## What is an AGM?

An AGM is the Annual General Meeting of the Association. As the title suggests it is held once a year and the time is often specified in the By-Laws. The vacating of positions and election of new Office Bearers and Committee members is a key activity at this meeting.

It is usual for the notice of the AGM to be sent to members at least fourteen (14) days prior to the meeting of the date set at the previous AGM. If the AGM is to include any changes to the By-Laws then the notice period is at least one (1) month. The notice should include date, time and venue of the meeting, the list of positions that will be available for election and list any proposed By-Law changes.

Current Office Bearers and Committee representatives should ensure that they have all records and any P&C property available at the AGM ready to hand over if they are not re-elected to the same role.

### Preparation for the AGM:

#### Treasurer:

- ensure that records are provided to the auditor with sufficient time for the audited accounts to be prepared for submission to the AGM;
- the records submitted to the auditor consist of minute book, all financial documentation eg. cash book, deposit book, cheque book, receipt book, invoices and bank statements of the P&C Association and all its sub-committees;
- if the audited accounts are not available for the AGM then the meeting should be postponed until they can be provided;
- have a recommendation for the appointment of an auditor at the AGM;
- have available appropriate forms for changing signatories for bank accounts, ATO administrator, WorkCover authority, etc where applicable.

#### Secretary:

- Review the P&C By-Laws and records to determine if there is a limit to the number of terms/years that a member may hold any one role;
- Send appropriate notice to all members in timeframes as outlined above;
- Invite the Returning Officer (often the Principal) to attend and officiate the elections;
- Send agenda, annual reports and audited financial report/s to members preferably one (1) week prior to the meeting.

#### President, Principal and other Committee Representatives:

- President to prepare a report that summarises the activities of the P&C for the previous year – this report takes the form of the Annual Report for the P&C as required in the Constitution and is often what is submitted for inclusion in the Annual School Report;
- Principal prepares a report that summarises the engagement of the P&C in school activities for the previous year;
- Committee representatives to prepare a report that summarises the activities of their Committees for the previous year;
- These reports are specific to the AGM and are separate from the monthly reports that are submitted for the General meeting which usually follows the AGM.

**Recommended AGM Agenda (*italics are notes only, not to be included in the published agenda*):**

1. Opening & apologies
2. Receipt of previous Annual General Meeting minutes
  - a. Business arising from the minutes
3. Correspondence (*only related to AGM business*)
4. Reports:
  - a. President (*takes the form of the Annual Report*)
  - b. Treasurer (*this is the audited Financial Statements for the P&C*)
  - c. Principal
  - d. Sub-Committees
5. Election of positions:
  - a. President
  - b. Vice President x 2
  - c. Secretary
  - d. Treasurer
  - e. Sub-Committee/s (*each Sub-Committee title should be stated*)
  - f. Executive members (up to six)
  - g. Representative positions – (*list each school committee*), P&C Federation Conference delegates and P&C District Council delegates
6. Appointment of auditor
7. Annual membership fee to be determined (*if not specified in the By-Laws*)
8. Motions of which notice has been given
9. General business
10. Date of next AGM
11. Meeting close

**At the AGM:**

The AGM meeting is chaired by the President until the positions are declared vacant and the elections are held. The Returning Officer then conducts the elections before handing over the chair to the newly elected President. The new President then chairs the remaining items on the agenda. The AGM is then closed before convening the first General meeting with the new Officers.

The appointment of an auditor for the coming year must also be done at the AGM. The person/company appointed need not be a Chartered Accountant but should possess the appropriate skills and experience in auditing and financial management. There must not be or appear to be a conflict of interest from any personal or business relationship with an Officer of the P&C.

Some examples of P&C representative positions on school committees are finance, technology, Merit Selection panels, out of area enrolments. P&C Sub-committees that might be included in the elections are canteen, uniform shop, fundraising and OOSH.

It is important that business raised at the AGM is strictly related to the AGM. If it is necessary to follow up anything from the AGM it is not able to be done until the next meeting, which is the following year.



### **After the AGM:**

The minutes should be prepared and distributed to members as usual within fourteen (14) days of the meeting. The minutes of the AGM are then presented for acceptance at the next AGM, not the next General meeting.

The Secretary should notify their P&C District Council of the results of the AGM elections with President, Secretary, Treasurer and District Council delegates. There is often a form that is able to be completed and returned.

### **Frequently Asked Questions**

➤ **Do we need to have a Returning Officer?**

Yes. It is important to have an individual that is not involved in the election process to ensure a fair and equitable result.

It is usual practice for the Principal to act as Returning Officer but if a P&C has a life member or observer then it is not unacceptable for this person to act as Returning Officer or assist the Principal in this role. It is important that whoever acts as Returning Officer is familiar with or advised of their responsibilities.

➤ **Can we ask candidates to leave the room and just do a 'show of hands' if there is more than one candidate?**

No. The Constitution states that positions will be filled by ballot where necessary. Every member attending the AGM is entitled to participate, nominate and vote. Asking members to excuse themselves from the meeting deprives them of this right. A 'show of hands' could also be seen as intimidating or influencing the decision of other members.

➤ **What happens if a role is not filled at the AGM?**

The position would remain vacant until someone is elected to the role at a properly convened meeting. The meeting may decide that certain tasks are carried out by specific members/Officers to assist until the position is filled. Members carrying out these tasks are not considered to be appointed to the role and therefore are not able to be a signatory unless they are elected at a properly convened meeting. The vacancy of any one position does not invalidate the functioning of the P&C.

➤ **Can the AGM go ahead if we don't have the audited accounts from the auditor?**

The Constitution/s states that 'the audited statement of income and expenditure/balance sheet and annual report will be presented'. If the audited accounts are not available from the auditor before the AGM it is recommended to reschedule the meeting to a time that they are able to be presented.

➤ **Who does the minutes for the AGM?**



The outgoing Secretary is the person responsible for preparing the minutes from the AGM. This person would have been taking the notes up until the close of the AGM so it remains their responsibility to prepare the minutes. It is unrealistic to expect the new Secretary to prepare minutes from notes that they did not take during the meeting. The outgoing Secretary would submit the minutes to the new Secretary for them to be distributed as usual.

➤ **Do we need to send AGM information to anyone?**

If your P&C is incorporated under the P&C Association Incorporation Act a copy of the audited financial statements must be sent to P&C Federation within one month of the AGM. This is a stipulation in the Prescribed Constitution.

**Relevant Links**

P&C Incorporation Act 1976 : P+C Incorporation Act 1976

Prescribed Constitution, clauses 7 and 15 – Prescribed Constitution

Standard Constitution, clauses 7 and 14 – Standard Constitution



NE Renton – Guide for Meetings and Organisations Vol 2 (ISBN-13 – 9780455220840) **Relevant Links**  
Prescribed Constitution, clause 5 – Prescribed Constitution  
Standard Constitution, clause 5 – Standard Constitution  
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