

Planning an AGM can feel like a big task. This checklist breaks the process down into manageable steps to help your P&C prepare, run and follow up from your AGM with confidence.

### Getting started (early planning)

- Confirm your P&C's financial year end
- Check your constitution for AGM timing and notice requirements
- Set a proposed AGM date (allow time for financial review)
- Confirm who will coordinate AGM preparation
- Create or update this AGM checklist for the year

### Financial preparation

- Ensure all transactions for the year are recorded
- Reconcile bank accounts
- Prepare draft annual financial statements
- Gather supporting documents for review (bank statements, invoices, receipts)
- Confirm whether your P&C requires an audit, review, P&C book swap
- Register for P&C book swap or engage auditor or reviewer
- Provide requested information to auditor or reviewer
- Receive final financial review or audit report

### Committee and governance preparation

- Confirm which committee members intend to continue
- Identify possible future vacancies
- Call for nominations for all committee roles
- Provide role information to potential nominees
- Prepare nomination and declaration forms if required
- Prepare draft committee report

### AGM agenda and papers

- Prepare AGM agenda
- Include mandatory agenda items (check constitution)
- Prepare president's report
- Prepare treasurer's report
- Prepare sub-committee reports (if applicable)
- Attach financial statements and review report
- Circulate agenda and reports to members within required notice period

## Before the meeting

- Confirm quorum requirements
- Prepare sign-in sheet or attendance record
- Prepare voting process (if elections are required)
- Prepare copies of key documents (digital or print)
- Confirm chair for the meeting
- Brief the principal (if attending)

## At the AGM

- Record attendance and apologies
- Confirm quorum
- Present and accept reports
- Present and accept financial statements
- Table auditor or reviewer report
- Elect committee members
- Appoint auditor or reviewer for the coming year
- Record all motions and decisions clearly

## After the AGM

- Record attendance and apologies
- Confirm quorum
- Present and accept reports
- Present and accept financial statements
- Table auditor or reviewer report
- Elect committee members
- Appoint auditor or reviewer for the coming year
- Record all motions and decisions clearly

## Handover and continuity

- Share access to key files and systems
- Provide new office bearers with templates and guides
- Schedule a handover meeting if needed
- Add notes for next year's AGM preparation