

Organising Pre AGM / AGM



- 18.2. Each Unit will hold an AGM/Annual Convention at a date decided upon by the relevant Executive Committee on or before November 15th in the case of a Club AGM except in the case of camogie units whose AGM is part of a GAA club AGM



Pre AGM – Why?

- Review the work of previous year.
- Review Financial statements
- Elect officers
- Get members views on Club and Association policy.
- Consider Club policy
- Make submissions through motions to the County Committee



MEETING NOTICE!

To Do:

- Select Date, Time & Venue
- All Club members notified in writing
- Nominations forms (5 weeks prior) with outgoing officers listed. Motions & Bye Laws
- All details received 10 days prior by members – agenda, previous minutes, reports, accounts, nominated officers/motions & bye laws

The AGM

- 18.3. The AGM/Annual Convention will be comprised of the Executive Committee and all members of the Club who have paid their membership at least three months in advance of the AGM for the year.
- The Chairperson – addresses & controls the AGM
 - The Secretary – issues relevant reports & takes the minutes
 - Other executive officers are invited to speak on their reports
 - The Agenda – most important to achieve outcomes & avoid chaotic situations

■ Agenda:

- (a) Adoption of Standing Orders.
- (b) Minutes of previous Annual General Meeting.
- (c) Consider and approve reports and accounts for the previous year.
- (d) Elect and appoint the Officers
- (e) Elect and appoint members of Sub-Committees
- (f) Approve or disapprove motions and bye-laws.
- (g) Other Business



■ **Secretary Report**

- Synopsis of the previous club year
- Outline aspirations for year ahead and vision for club
- Compliment Chairpersons report
- Thank all volunteers throughout the club



■ Accounts Report

- Preparation of accounts is treasurer's job
- Income & Expenditure of the previous club year
- Balance Sheet if required
- Explain all items
- Invite questions



■ Elections & Voting

- Tellers should be appointed for counting
- Paid up members aged 16 and over have voting rights.
- Failure to elect officers will result in a reconvened AGM
- The Chairperson & previous years officers remain in place until AGM concludes



■ **Motions & AOB**

- Formal amendments made to club constitution
- General directives to club committee
- Keep AOB short and only for minor issues



■ **Finish**

- Club Secretary write minutes asap
- Report to county executive
- Report to local media
- Update club website, social media

