**ENSA Societies & Sports**

**AGM Procedure and Checklist**

**Summary**

This document details the checklist Clubs and Societies should adhere to when completing an AGM.

**Effective Date:** 13/05/2024

**Approved by:** Team Lead Student Engagement

**ENSA contact:** Head of Student Activities

**Last Reviewed/Updated:** 28/05/2025

**Date due for review:** June 2026

**Applies to:** Sports Club & Society Office Holders/Members

1. **Checklist**

Please use this checklist before, during and after you conduct your AGM.

1. **Before**
* Circulate committee role descriptions to all members.
* Choose an appropriate venue (on campus or online).
* Circulate venue, date and time (at least 14 days before) to all members and ENSA.
* Encourage members to run for a position.
* Secretary creates and distributes agenda to all members (including previous year’s AGM Minutes).
* President prepares President’s Report.
* Treasurer to prepare Treasurer’s Report with up to date income and expenditure.
* Check Inventory is up to date to share with members.
* Prepare PowerPoint presentation (not essential but encouraged).
* Secretary downloads AGM Minutes template.
* Bring pens, paper, laptops, food, drink and other resources needed.
	1. **During**
* The Club/Society President chairs the meeting.
* The Club/Society Secretary takes attendance.
* The Club/Society Secretary takes minutes (include discussions, questions from members, voting process and results etc.)
* The Club/Society Treasurer presents the financial report for the year (general and in detail income and expenditure).
* The committee present other reports, where appropriate (BUCS, development, recreational activity etc).
* The committee discuss, but do not decide on, membership fees for the next academic year.
* Candidates for committee roles present their manifestos and answer any questions from members (set a time limit for these).
* Voting (hands up, votes in a hat, private ballot).
	1. **After**
* Bring together minutes and send to members and ENSA by given deadline.
* Plan and complete a committee handover meeting where all knowledge and documents are passed onto the new committee.
* Complete and upload relevant committee documents by deadline given by ENSA (committee contact details, social media handover, inventory, development plan, risk assessments).
* New committee must complete the online committee training module by deadline given by ENSA in order to remain an affiliated Club/Society.