

AGM Planning Worksheet

Name of Person Responsible	Preparation	Deadline
	Approving audited financial statements	
	Reviewing by-laws	
	Review notice requirements	
	Review last years' and current motions	
	Review the voting process	
	Find the minutes and documentation	
	Location time and date	
	Food	
	Prizes	
	Hook – announcement or recognition	
	Reports: Executive Director	
	Reports: Board	
	Reports: Nomination committee	
	AGM Chair	
	Are there by-law changes?	
	Engagement	
	A great notice for the AGM	
	Hook – why they should attend	
	Something new and exciting	
	Call and follow-up. Make it important	
	Reports – complete each other	
	Smooth Delivery	
	Reports look good and are available ahead of time	
	Start on time – finish on time	
	Questions are encouraged and redirected	
	Stick to the agenda	
	AGM Chair is efficient and time conscious	
	Board Orientation	
	First board meeting is orientation	
	Have binder for all new board members	
	60 minute board meetings	
	Have a mentor for new members	
	Have fun!	