



## NOTES FOR RUNNING AGM:

- Please note that the purpose of an AGM is to elect office bearers, table and move end of year reports like financial/treasurer, president etc and to decide on any subscriptions, donations, and auditor details necessary for the function of the committee.
- Any other business needs to be conducted in a general meeting that could be held straight after your AGM. A well organised AGM should not take much time at all.
- Agenda & Financial Report/Statement (provided by Branch Treasurer) must be sent out minimum 2 days prior to meeting and handed out if meeting is Face-to-Face.
- An easy way to create the minutes is to 'save as' your AGM Agenda and change the title to AGM Minutes and then it just needs to be filled in throughout the meeting by secretary (or minutes taker) as you go.
- Minutes and Financials / Treasurer's report **must** be forwarded to SA ICPA Secretary **within 2 weeks after AGM.**
- AGM is to be held prior to December 31<sup>st</sup> of the current year.
- Memberships are required to be renewed from Jan 1<sup>st</sup> of following year.
- Do not forget to send agenda and meeting invite followed by meeting minutes to all financial members including branch life members.
- SA State Secretary can provide zoom details to host an online meeting – please email [sasecretary@icpa.com.au](mailto:sasecretary@icpa.com.au) if you would like to do this. State Council are more than happy for you to use this facility if it will make your meeting easier to run and attend.