**AGM Checklist**

1. **Before the AGM**

|  |  |
| --- | --- |
| **Task** | **Completed** |
| Set a date, time and venue for your AGM* Book a central space at Toowoomba, Springfield, or Ipswich campuses by completing the Venue Hire Form
 |  |
| Notify the Guild and members adequately 14 days prior to the AGM. The email should include the following:* AGM Agenda
* Meeting location & time
 |  |
| Promote AGM in social media.* Tag @unisqstudentguild in stories
* Post event details on the Clubs FB group
 |  |

1. **During the AGM**

|  |  |
| --- | --- |
| **Task** | **Completed** |
| Arrive 30mins early to prepare the room for the meeting |  |
| Record member attendance upon arrival |  |
| Ensure quorum has been met before commencing the meeting. If quorum is not met, the AGM must be postponed to a later date |  |
| Run the meeting in accordance with the AGM Agenda & Minutes Document |  |
| Close meeting |  |

1. **After the IGM**

|  |  |
| --- | --- |
| **Task** | **Completed** |
| Submit AGM documentation to clubs@studentguild.com.au within 7 days from the AGM. The relevant documents include:* AGM Agenda & Minutes
* Executive Contact Details
* AGM Checklist
* AGM Attendance List
* AGM Membership List
 |  |