**AGM Checklist**

1. **Before the AGM**

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| **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**

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| **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**

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| **Task** | **Completed** |
| Submit AGM documentation to [clubs@studentguild.com.au](mailto: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 |  |