



AGM Planning Timeline

3 months to go (at committee meeting)

- Set date and time for AGM – book venue
- Review committee terms of office and ask committee members to decide if they intend to stand for re-election
- Appoint committee member to review club constitution – check with Swim Ireland for any changes required
- Discuss any motions that may need to be proposed to club
- Discuss items for inclusion in the Annual Report

2 months to go (at committee meeting)

- Confirm with committee members if they intend to stand for re-election, this will help you to understand what roles you need to fill on your committee
- Draft of constitution presented to committee (if required)
- Draft of motions to be proposed (if required)
- Draft of reports from chairperson, secretary, treasurer, head coach and CCO should be circulated in advance of meeting and reviewed, for inclusion in Annual Report

1 month to go

- Nomination forms prepared
- Motion forms prepared
- AGM Agenda set
- Final draft of constitution and motions prepared (if required)
- Final version of Annual Report agreed, to include reports from chairperson, secretary, treasurer, head coach and CCO

At least 21 days to go (or as per constitution)

- Notice of AGM issued to all members to include:
 - Date, time, and venue of AGM
 - Minutes of last year's AGM
 - Nomination forms, including date of submission
 - Motion forms, including date of submission
- Copy of constitution or motions proposed by committee (if required). Changes to constitution should be highlighted for club members. A notes section of changes may also be required

14 days to go

- All notice of motions and nomination forms must be returned to club secretary
- Club secretary should verify all nominations and motions are valid
- Annual Report are circulated to club members by email



AGM Planning Timeline

At least 7 days to go

- Reminder of AGM should be sent to all club members with the following:
- Date, time, and venue of AGM
- Agenda
- Notices of motions and nominations (displayed on noticeboard where available)
- AGM Standing orders

Week leading up to the AGM

- In the event of receiving more than 1 nomination for a position an election must be held. Election is completed by secret ballot. Ballot papers should be prepared, 2 people will be required to count votes.
- In the event of motions being received a vote will be required. Ballot cards should be prepared for voting members
- Secretary should prepare a sign in sheet
- Secretary should prepare a list of eligible voting members (as per constitution)
- Annual report should be printed for the following:
 1. Chairperson
 2. Secretary
 3. Treasurer – including finance report showing income, expenditure and cash in bank
 4. Head Coach
 5. Club Children's Officer
 6. Additional reports as deemed necessary

The AGM

- Arrive early and ensure room is set up as required, seating, tables, water, IT equipment, lighting, heating
- Assign 1 or 2 committee members to manage sign in process and distribute ballot cards, agenda, and any other additional paperwork
- Start AGM on time
- Run AGM as per agenda and standing orders