

# AGM Document Checklist

Date 2 months till AGM

Date 1 month till AGM

Date 1 week till AGM

**Documents  
Required 2  
Months Prior  
to AGM**

- Draft Constitution (if required)
- Draft reports from chairperson, secretary, treasurer, head coach and CCO
- Draft of Motions to be proposed (if Required)

**Documents  
Required 1  
Month Prior  
to AGM**

- Nomination Forms
- Motion Forms
- Final draft of constitution and motions (if required)
- Final version of Annual Report including the reports from chairperson, secretary, treasurer, head coach, and CCO
- Minutes of last years AGM

**Documents  
Required 1  
Week Prior to  
AGM**

- AGM Agenda
- Ballot papers for any elections (if required)
- AGM Sign In Sheet
- Notices of motions and nominations (displayed on noticeboard if available)
- List of eligible voting members
- Printed version of the Annual Report including reports from the chairperson, secretary, treasurer, head coach and CCO