AGM Planning

TERM 4 - PLANNING

- Set AGM Date.
- Determine retiring members
  - half parent representatives
  - half staff representatives
  - Half community representatives
  - The Principal can determine members if not determined in Term 4
- Book your Auditor.

RETURNING OFFICER

Your Principal appoints the Returning Officer.

The Returning Officer is normally the School Business Manager.

The Returning Officer is responsible for calling for nominations and facilitating voting (if required).

NOMINATING

- Parents nominate parents. Staff nominate staff.
- Community representatives need to be community members of the association.
  - community members are endorsed by the committee
  - community representatives are nominated by any school association members
- Nomination forms state the number of vacancies.

NOMINATING

- If all positions are not filled at the close of the nomination period, the Returning Officer calls for nominations again to fill remaining vacancies.
- If the nominations are equal to the vacancies the nominees are appointed to the committee.
- If the nominations exceed the vacancies then a ballot vote is required.

VOTING

IF NOMINATIONS EXCEED VACANCIES VOTING

- If required, all members of the school association can vote to elect their representatives.
- Ballots should be sent home to all families (or to all staff members).
- No nomination of committee members occurs at the AGM.
- All voting occurs before the AGM.

AGM PREP

- The Treasurer ensures the audit is complete.
- The Secretary or Principal advertises the AGM date, time and place publicly (Facebook is a good choice), minimum of 14 days prior.
- The Chairperson completes an Association Annual report.
  - include sub committee reports or table separately.
- The Principal completes a School Annual Report.

AGM CHAIR

- The chair of the AGM is the Chairperson of the Committee or if unable, or unwilling, the Vice Chair.

- If the Chair and Vice Chair are unable to chair the meeting then the committee can appoint another chair.

AGM QUORUM

- Quorum is the committee size plus 1
- Typically, 12 School Association Members
- Members can be any parent, carer, staff or community member of your school
- All School Association members are entitled to vote at the AGM (not just the committee)

AGM AGENDA

- Pass the previous AGM minutes.

- Business arising (if any).

- Ratify the Association Annual Report.

- Ratify the School Annual Report.

- Ratify the Audit.

- Ratify any other reports.

- General business (if any, constitution changes).

- Announce new committee.