

From: compliance@libdems.org.uk

Date: Fri, 24 Feb 2023 at 09:00

Subject: Running an AGM



Day 24 of the 28-Day training programme looks at the ***Annual General Meeting.***

Preparing for the AGM

Local Party AGMs need to be held in October / November and usually includes the following business:

- Chairperson's report on behalf of the Executive Committee
- Treasurer presents the previous year's accounts and a financial report
- Appointing of an independent inspector for the next accounts
- Reports from each Council group
- Election of Officers and the next Executive Committee

Other Lib Dem organisations have similar requirements in their Constitutions.



Before the AGM

The Treasurer should ensure an independent inspector has checked the accounts.

The Executive should plan the AGM - you can't just rely on hoping members turn up and do their duty.

- → Lib Dem President, **Dr. Mark Pack's Top Ten Tips** for a successful AGM: <https://www.markpack.org.uk/134288/10-ways-make-liberal-democrat-agm-better/>
- → **Lib Dem HQ's guide** on running an AGM: <https://www.libdems.org.uk/agm-guide>

The Local Party should send out invites to the AGM at least three weeks before the meeting.

You should also contact members and encourage people to stand for the various posts; don't leave it until the meeting and press-gang people into taking on a role.

Remember - elections are open to all members and shouldn't be restricted to a clique.

Year-End Accounts

Present last year's accounts which would have already been finalised back in Feb/March and approved by your Executive Committee, so the AGM doesn't need to approve them again.

The inclusion of the independent inspector's report this time is to assure members that the figures are free of material error.

Remember - finances are managed by the Executive Committee on behalf of the members, so you are reporting back to them on what you have done with money under your care.



Financial Report on the Current Year

Since we'd be part-way through the financial year, you can't present this year's accounts. Instead most Treasurers give a brief financial report on key things that have happened in the year and a forecast of likely financial activity up to December.

For example, you may report how much was raised in fundraising and donations and how much was spent on campaigning and membership development.



Fundraising at the AGM

You can't charge members a fee to join the AGM - it is free to access for all members in the area.

However you should at least do something to cover the costs of putting on the event. Raffles are common as well as passing around a hat. Be imaginative - fundraising is vital and forms a key part of a Local Party's income. We can't win elections without it.



Election of Officers

Every Local Party / Organisation must have a minimum of a Chair and Treasurer, otherwise it gets suspended by the Party.

Officers are required to be appointed on a calendar year term - this is a constitutional requirement and necessitated by our agreement with the Electoral Commission. So those elected at the AGM take over on 1st Jan, not the day after the election.

Any vacancies can be filled in line with your Constitution by appointment as agreed by the Executive Committee.

If you have further questions about AGMs, please email us at: compliance@libdems.org.uk

Kind regards,



Lloyd Harris

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Liberal Democrats