

# **Hints for smooth AGMs**

## ***Background to a Group AGM***

The Parents Association meets whenever necessary but must meet annually to receive the Annual Report and Financial Statements of the Group, and to elect, in consultation with the Group Scouter, a Group Committee, a Group Secretary, and a Group Treasurer (who shall not be Scouters). (Rule 621.1)

The Parents Association has the right to impose a monthly or annual subscription fee payable by its members and which shall be fixed at the Annual General Meeting. (rule 621.3)

The Group Committee consists of: (rule 622)

- The Group Chairman, appointed by GS in consultation with the Group Committee.
- The GS, but he may not be chairperson. Other Group Scouters may not be members but may be invited for special purposes.
- The Group Secretary and Treasurer elected as above
- The remainder of the committee is made up of persons elected by the Parents Association, or failing this appointed by the GS.

## ***Hints for Planning an AGM***

### **Before the meeting**

- Plan your meeting in detail
- Headhunt for key committee members beforehand
- Communicate your date and time well in advance
- Check facilities and equipment/layout
- Plan an attraction (braai, slide show, speaker, skits, display or similar)
- Involve Scouts and cubs where possible

### **At the meeting**

- Have your reports available to read
- Keep it simple – don't bore the folks with long speeches
- Don't worry if things go wrong, 90% won't realise it
- Don't fund raise, but DO explain the next year's budget needs
- Don't moan at parents, talk about the positive things
- **START AND END ON TIME!**

### **After the Meeting**

- Try to encourage parents to socialise
- Tea or coffee and refreshments always go down well.
- Have Scouters available (with name labels) to talk to parents
- Get the details of new committee members

## **An Outline AGM Programme**

<b>Time</b>	<b>Activity</b>	<b>Who</b>
0:00	Chairperson's welcome	Chair
	Chairpersons report (including minutes of last AGM and matters arising)	Chair
0:10	GS report on Group overview	GS
0:15	Pack Scouter report on Cub activities	PS
0:25	Troop Scouter report on Scout activities	TS
0:35	Treasurer's report: Status of accounts Budget for coming year Propose new annual subs, and discuss with meeting	Treasurer
0:45	Open discussion: fundraising and other topics	Chair
0:55	GS thanks outgoing committee Name those who have agreed to stand for new committee Ask for further nominations Ask meeting if a vote is necessary Usually a committee can be appointed by consensus GS welcomes new members	GS
0:60	Slide show or entertainment	
0:75	Close meeting	GS

Total time 75 minutes max

### **Optional**

Badges and annual Awards (serious and humorous) can add interest to the Troop and Pack reports. Entertainment such as skits including the Cubs and Scouts encourage better attendance.