**AGM Checklist**

The [Annual General Meeting (AGM)](https://coopcreator.ca/resource/annual-meetings-and-co-operatives/) is an important event for co-ops. It provides a forum for the co-op to report back to members, elect directors, and shape its future. A great AGM will accomplish all the business that needs to be decided, inform and update members, and (hopefully) leave everyone energized and excited about the co-op’s future.

Hosting a great AGM takes work. This checklist will help you identify important tasks, plan a focused, informative, engaging AGM, and make sure you don’t forget anything. You should adjust this list to suit your co-op.

**4-6 months before the AGM**

* Create a process for [accepting director nominations](https://coopcreator.ca/resource/board-member-recruitment/)
* Begin preparing financial information for the annual audit
* Issue a Request for Proposals (RFP) for an auditor or confirm recommended auditor for member approval
* Set a date for the AGM
* Request committees identify potential decisions that need member approval

**3-4 months before the AGM**

* Select a meeting venue and reserve the space
* Request reports from relevant committees and officers to include in the annual report
* If applicable, prepare a budget for board and member approval

**2 months before the AGM**

* Make arrangements for food and speakers
* Identify all audiovisual requirements and locate the necessary equipment
* Board approves all necessary reports and resolutions, including:
	+ Reports to be included in the annual report
	+ Recommendation of auditor
	+ Proposed resolutions
	+ Budget
* Issue a call for nominations
* Set the agenda for the meeting
* Identify roles and responsibilities
* Notify members of the meeting date

**1 month before the AGM**

* Issue formal [notice of the meeting](https://coopcreator.ca/resource/providing-notice-for-annual-general-meeting/) to the members
* Confirm presentations from speakers including:
	+ Chair
	+ Manager
	+ Treasurer
	+ Committee chairs
	+ Auditor
	+ Guest speaker
* Compile annual report for publication
* Prepare speaking notes and an annotated agenda for the meeting chair

**2 weeks before AGM**

* Ensure all materials are available to members on the website
* Complete a seat plan and system for registration (e.g. print sign-in sheets)
* Confirm arrangements for food, guest speaker, audiovisual equipment
* Check-in with meeting space staff

**A few days/the day before the AGM**

* Complete a test run of the AGM
* Finalize all speaking notes
* Set up the meeting room and test audiovisual equipment
* Forward instructions to relevant board members and staff (e.g. seating plan, roles, speaking notes, special requests)
* Assemble AGM packages for members

**Day of the AGM**

* Arrive early and perform one final check on the audiovisual equipment
* Check in with speakers and answer any final questions
* Delegate tasks to staff and volunteers (e.g. distribute package, monitor sign-in sheet, coordinate food, support for board and guest speaker, tech support)
* Ensure there’s extra seating available and extra AGM packages for members