

u3a Oldham	Doc.Ref. OLD -008 issue 1
Annual General Meeting Procedures	04/05/2021
For Committee	

Timetable.

Each monthly meeting	The Chairman will announce we are looking for interested members to become Committee members,
Committee Meetings	
January meeting	Any changes needed to the constitution should be discussed.
February meeting	The decision to be made about whether to have a questionnaire. If so, to be given out with membership renewal letters at the March General Meeting. Arrange to announce Date & Time of AGM on March Newsletter & April Newsheet. Arrange printing of membership renewal letters & forms.
March meeting	Arrange to check if Kate Gregson is happy to compile the AGM Report. Reports from Group Leaders may be included if agreed, this increases printing costs. Arrange to give out membership renewal forms (helpers needed) and arrange to Post all membership renewals not collected.
April meeting	Secretary to write formally to the speaker. Treasurer will prepare accounts and send to independent examiner (Doug Scott) for approval. Chairman prepares agenda and Chairman's Report. See HQ U3A- Advice (login needed) - committee responsibilities - page2 – AGMs. Arrange for Box for collection of renewal returns
<p>Agenda should include.</p> <p style="text-align: center;">Apologies for absence Minutes of previous AGM & approval Chair's report - in booklet Treasurer's report - in booklet & approval Approval of continuation of the examiner Election of committee - see below. Consideration of motions submitted.</p> <p style="text-align: center;">Make sure Mission Statements and previous AGM minutes are in the Report. Printer to compile the AGM Booklet. AGM Report deadline for the printer -? April</p>	
May meeting	Deadline for nominations - date May. Discuss refreshments for AGM [NB No entry charges at AGM] Decide if speaker being invited to lunch?
<p>Members Monthly meeting in May (if appropriate) 10 copies of the Constitution to be on the help desk. Give out invitation letter, nomination form, and AGM Report [helpers will be needed] Letter to include nominations for new Committee Members [Secretary also has nomination forms] to be returned one month before AGM. After this meeting post out letters not given out by hand ASAP.</p>	

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June meeting (if appropriate)	Some Committee members come to the end of their term of office. NOMINATIONS FOR NEW COMMITTEE MEMBERS - Format for this to be decided after nominations are received, depending on numbers. If Nominations + Continuing committee members is more than 12 a secret ballot needs to be arranged.
<p>AGM All attending to sign in (to prove quorate) Agenda Apologies for absence Minutes of previous AGM & approval Chair's report - in booklet Treasurer's report - in booklet & approval Approval of continuation of the examiner Election of committee- see below. Consideration of motions submitted. All the Committee to be retired. f more than 12 for the new committee - secret ballot - results to be announced later. If 12 or less for the new committee Ex-Chair to go through each candidate in turn and ask by a show of hands if members are happy to accept that candidate. To be proposed and seconded? Officers to be appointed at the next committee meeting, preferably chaired initially by an ex-committee member, till new Chair is chosen.</p>	