**ANNUAL GENERAL MEETING**

**BEFORE AGM**

The **AGM is the last Friday in January,** although **preparation for the AGM starts in December.**

You are responsible for preparing all the handouts, inviting special guests and other fairs, keeping track of who RSVP’d and keeping track of people who have been nominated throughout the year to become new members, including Juniors who are now of the age to become members.

Have all the handouts ready to go the week before the AGM.

Set up is usually the Thursday before the AGM.

**OFFICIAL NOTICE OF THE AGM -**  ARTICLE 10 of the Constitution of the Rockton Agricultural Society – reads: (b) At least two weeks’ notice of the AGM shall be given by sending notice to the membership.’

Notice must also be given to members by email or mailing.

Notice must include the date, time and location.

Any changes to the Constitution/By-Laws must be printed with this Official Notice.

SEND INVITES – revise invites and send to District 6 Fair as well as special guests, via email.

Keep track of RSVP’s. Usually the same people are invited by asking the GM if there is anyone else to include. Aim to have these out by mid-December.

**HANDOUTS FOR THE AGM**

**Sometime in January –** These handouts are to be handed to the members who attend the AGM, when they register at the front table.

ANNUAL REPORT – Revise the cover. Prepare the Annual Report data. The short agenda is printed on the backside of the Annual Report Cover (see below for more information).

Print about 100, front and back and have ready for the AGM. *See example called 2024 Annual Report.*

AGENDA – There are two agendas for the AGM – a short program for attendees and longer – detailed one for the people who are involved in running the meeting. The GM is responsible for the long agenda – you revise the short agenda. The short agenda usually stays the same with a few changes and is reflective of the longer agenda. Have the GM approve before you print. The short agenda is to be printed on the backside of the Annual Report Cover.

MINUTES FROM THE PREVIOUS YEAR’S AGM – Print about 100 of these, front and back.

MEMBERS BY NAME – Print the list of Members, Junior Members and Honorary Life Members and include this list with the annual report.

IN MEMORIUM – This page is included with the names of Members who have passed away since the last AGM. Include this with the report.

CONSTITUTION/BY-LAW CHANGES – ARTICLE 14 of the Constitution of the Rockton

.