

AGM PREPARATION CHECKLIST

Everything to line up before, during and after the annual general meeting.

SCHEME

AGM DATE

NOTICE MUST BE SENT BY

CHAIR

BEFORE THE NOTICE GOES OUT

- ☐ Check the deadline for holding the AGM in your state
- ☐ Call for motions from owners
- ☐ Budget for admin and sinking / capital works funds prepared
- ☐ Financial statements (and audit, if required) ready
- ☐ Insurance renewal details and any commission disclosures ready
- ☐ Committee nominations process set
- ☐ Agency agreement or contract renewals that need a vote
- ☐ Proxy forms (use the official form where your state prescribes one)
- ☐ Venue or video link booked

ON THE DAY

- ☐ Attendance and proxies recorded, quorum confirmed
- ☐ Votes counted and recorded for each motion
- ☐ Committee elected and positions noted
- ☐ Conflicts declared

AFTER THE MEETING

- ☐ Minutes sent to owners within the required time
- ☐ Levy notices issued on the new budget
- ☐ Bank signatories updated if office bearers changed
- ☐ Any by-law or rule changes lodged or registered where required
- ☐ First committee meeting date set