

## A GUIDE TO RUNNING AN AGM

- Time  
The Annual General Meeting of a Playcentre needs to be held in line with your current Associations Constitution.
- Chairperson  
The majority of your AGM can be chaired by your President or another Centre member. The election of Centre Officers at your AGM should be chaired by a neutral person – e.g. an experienced past member, Centre Life Member. You need to liaise early on with your Chairperson when setting your dates so he/she is available.
- Venue  
This should be a public place, or centre, but not someone's house as members of the public are entitled to be present.
- Notification  
Ensure that a flyer advertising the date and venue of the AGM is displayed prominently at centre and that an Agenda for the AGM is posted on the Centre Notice Board. The Agenda should be posted on the Centre Notice Board with plenty of notice and in line with your Associations Constitution (if this is not stated a good suggestion is at least 30 days). It would be preferable to have other matters to be voted on included on the Agenda and available to Centre members: e.g Centre Budget for the following financial year, Office Holders' List for consideration, Minutes of the previous AGM.
- Invitations  
You may wish to send out individual invitations to all your centre members. There may be people or organisations that you may wish to invite, e.g local school, Plunket, past members.
- Thank Yous  
There may be people that your centre wishes to acknowledge for their work for the centre, or someone who is leaving or recently left. This could be in the way of a verbal acknowledgement, card, flowers, gift, etc. (Keep in mind, however, that your centre is a co-operative and that everyone is of equal status and value).

- Preparation  
Ensure nomination forms are all completed prior to the AGM, and that the annual plan and budget have had sufficient Centre consultation and the opportunity for feedback. Ensure all paperwork and materials are brought to the meeting.
- Setting the Scene  
Arrive early enough so that any preparations of the venue are completed before people arrive. Arrange seating so that everyone can see the Chairperson and each other (A circle, oval or horseshoe arrangement works best). Adjust lighting, heating and ventilation for comfort. Arrange tables for the President and Secretary, displays, film projector, etc, as required.
- Greeting Arrivals  
As people arrive make sure they feel welcome. Introduce new members and encourage everyone to find seating and get comfortable. Ensure everyone who attends fills in the AGM sign in/attendance sheet.
- Opening the meeting  
The Chairperson welcomes all members, especially the new ones and any visitors present, and then says -  
*“The meeting is open. \_\_\_\_\_ Playcentre uses consensus decision making processes. Everyone has a say and to reach a decision everyone must agree to the decision or agree to allow the decision, as a way forward and they can have their reservations noted. If not agreed to then discussion is needed.”*
- Calls for Apologies  
The Chairperson asks – *“Are there any apologies?”*  
Those received before the meeting should be read out.  
The Chairperson then checks with members *“Does everyone agree?”* (a nod or a yes is fine)  
Secretary notes in the minutes ‘agreed to’
- Karakia and Waiata
- Whakawhaunangatanga or Icebreaker
- Quorum  
Ensure Quorum as per your Association Constitution has been met
- Confirmation of Speaking Rights  
Visitors are introduced and the Centre has to agree/not agree whether these visitors have speaking rights at the AGM
- Agenda  
The agenda as previously circulated and displayed on the notice board need to be agree to or amended, then approved

- Approval of Minutes of the last AGM

If these have not been circulated before the meeting the Secretary reads them out in full. Chairperson then asks those present at the previous meeting “Are there any corrections?” These are then minuted.

Chairperson then asks “Do we now agree that these are a true and correct record of the last meeting?”

The Chairperson then signs and dates the minutes

- Matters arising from the Minutes

Any matters that need following up from the last meeting are dealt with here.

- Correspondence

The Secretary would have prepared a list of all Inward and Outward correspondence received since the last meeting which he/she will read out. If some of the correspondence was listed on the agenda, only additional mail received or sent after the agenda was drawn up, needs to be read out.

The Secretary says “Does the meeting agree that the inward correspondence be received and the outward approved?”

Chairperson checks that all members agree before moving on

Secretary notes in the minutes ‘agreed to’

- Matters arising from Correspondence

Any items that are of interest or needs discussion or action can now be read out.

Matters arising from the correspondence are discussed and any action needs to be agreed on.

- Annual Reports

Each office holder should submit a written annual report. Reports should give a summary of the year's activities in the various areas of responsibility so that an overall picture of the year is built up. Reports should be attached to the minutes. General office holders can be circulated to centre members prior to the AGM. The presidents report and treasurer reports including end of year financial reporting and audited report (if applicable) should be read out and adopted at the meeting. The other centre officers reports may not need to be read out at the meeting if these have been previously distributed but do need to be accepted at the meeting.

- Election of Centre Office Holders

**Steps for Nominations:**

- All positions are available for nomination
- Advertise, circulate role descriptions (allow plenty of time for this) - perhaps with the Agenda - at least one month prior to the AGM.

A suggested format for the list of nominations has been previously circulated but should contain at least:

| Position | Name of Nominee | Signature of Nominee | Nominated by | Seconded by |
|----------|-----------------|----------------------|--------------|-------------|
|          |                 |                      |              |             |

- Ensure all parents in the centre have the opportunity to stand for nomination and take part in the nomination process.
- If one position is going to be shared, the Centre members are to be aware and agreeable that this will be a co-position.

The following motion then needs to be included in the meeting:

Moved: That the position of ..... is to be a co-position.

Seconded:

Open for discussion .....

The motion is put to the vote.

All those in favour

Please say Aye

Against?

Abstentions?

If the motion is agreed to / carried, then the nomination process continues stating that this is a co-position.

Reminder: this section of the meeting is to be chaired by a past centre member or neutral independent person. At this point the Centre President "vacates the chair" if taking the AGM.

- General Business

this is the section that reviews and approves your annual budget. Your centre should have an Annual planning and Budget Meeting or discuss this at a monthly meeting before the end of the financial year, i.e. August. Each officer and centre member should be looking at what may be needed in each area and be prepared when discussion on the budget takes place.

Budget input is the responsibility of everyone in the centre - not the Treasurer's alone. Information was distributed in the first AGM pack to support the Annual planning and Budgeting process. The Annual Plan and Budget, after being agreed upon first, is then presented at the AGM and adopted or approved.

Appointment of Centre signatories should be included in the General Business portion of the meeting. If applicable the Centre should also agree on the appointment of an Auditor, list of centre key holders and to ratify and Centre policies that have been reviews throughout the year.

Items listed on the agenda and any additional items that members would like to bring up are discussed. Items not on the agenda must be accepted by the whole meeting and any items of importance should be put forward for the next meeting. This safeguards important matters from being brought up at a meeting before members have had time to think about it and late in the evening when members are tired.

- Closing the Meeting

The Chairperson thanks people for attending the meeting and says "The meeting is now closed".

Secretary notes the time in the minutes.

## The Principles of Consensus Decision Making

Consensus decision making is a process used by groups seeking to generate widespread levels of participation and agreement. There are variations among different groups regarding the degree of agreement necessary to finalize a group decision. The process of group deliberation, however, has many common elements that are definitive of consensus decision making. These include:

- Inclusive: As many stakeholders as possible are involved in group discussions.
- Participatory: All participants are allowed a chance to contribute to the discussion.
- Collaborative: The group constructs proposals with input from all interested group members. Any individual authorship of a proposal is subsumed as the group modifies it to include the concerns of all group members.
- Agreement Seeking: The goal is to generate as much agreement as possible. Regardless of how much agreement is required to finalize a decision, a group using a consensus process makes a concerted attempt to reach full agreement.
- Cooperative: Participants are encouraged to keep the good of the whole group in mind. Each individual's preferences should be voiced so that the group can incorporate all concerns into an emerging proposal. Individual preferences should not, however, obstructively impede the progress of the group.

Playcentre Philosophy Vision / Mission Whānau tupu ngātahi - families growing together Playcentre is a family organisation where:

- We empower adults and children to work, play, learn and grow together • we honour Te Tiriti o Waitangi and celebrate people's uniqueness
- We value and affirm parents as the first and best educators of their children Values
- Generosity of spirit - accepting people for who they are, having confidence in others; tolerating difference, not judging others by our own standards; taking care of others, doing what they need; sharing knowledge/skills without expecting anything in return; putting others ahead of self, being someone others can rely on; forgiving
- Respect - valuing all contributions; treating people as they should be treated; embracing diversity - of talent, of ability, of culture; respecting the environment; respecting cultural traditions, beliefs; respecting the inherent value and dignity of each person
- Endeavour - reliability, commitment to Playcentre; exercising self-control, discipline; accepting responsibility and giving our best effort; perseverance, learning from mistakes
- Compassion - caring for people; building esteem in self and others; nurturing a sense of inclusiveness, of being a community; belonging
- Integrity - being trusted and trustworthy; being honest in all interactions; keeping our word, to be counted on to do what is required; acting in a manner that is fair and just for all; courage to do the right thing
- Cooperation - working together towards a common goal; building confidence in learners; communicating - sharing information, open dialogue, talking to people rather than about people; achievement - completion of tasks, acknowledgement of contribution/effort.

(CENTRE NAME)

AGENDA OF ANNUAL GENERAL MEETING

HELD AT (VENUE) ON (DATE – DAY DATE MONTH YEAR TIME)

1. Karakia and waiata
2. Whakawhaunangatanga or Icebreaker
3. Group Agreement and discussion of the Consensus Decision making process within Playcentre
4. Confirmation of Attendees, Apologies and Quorum
5. Introduction of visitors and speaking rights
6. Additions/amendments and approval of the agenda
7. Amendments and approval to the minutes of the previous AGM
8. Matters arising from the previous AGM minutes
9. Correspondence pertaining to the AGM
10. Matters arising from the correspondence
11. Annual reports
  - Presidents reports
  - Treasurers report including annual financial statements and audit report (if applicable)
  - Other officer holder reports
12. Election of officers
13. General Business
  - Annual plan
  - Annual Budget
14. Centre Signatories
15. Centre key holders
16. Review centre policies
17. Appointment of Auditor (if applicable)
18. Meeting closed