

TIME LINE FOR CENTRE A.G.M.S

During Term 2	<ul style="list-style-type: none"> • Review information on current Annual Plans & Budgets • Ask Office holders to start thinking about their end of year reports and paperwork • Remind centre members to think about if they would like to be nominated to a centre position • Decide on date for AGM – needs to meet your Associations Constitution • Decide on venue for AGM (venue to be a public place or Centre - not someone's house) • Decide on format/theme of AGM
Friday 17 th August	By this date please advise our Regional office via e-mail to northern.admin@playcentre.org.nz of the date and venue for your AGM so we know that you have things underway.
During Term 3 or earlier if possible	<ul style="list-style-type: none"> • Prepare Annual Report (a factual summary of what has happened in the Centre during the year – this can be the Presidents report to the Centre AGM) • Prepare Annual Plan (See attached reference or your Association info) • Prepare Annual Budget (See attached reference or your Association info) • Review Property and Equipment work carried out during the year and discuss required work or planned projects with your centre and Regional Property Coordinator in preparation for the Annual Plan / Budget. • Locate minutes from previous AGM • Request Office Holders to prepare written reports for AGM. Reports should provide a summary of the year's activities so that an overall picture of the year is built up (See template attached) • Seek nominations for Centre Office positions. Refer to attached Office Holder Nominations and use either the 'form' system or complete the 'wall chart' for recording nominations for office positions. Any "Co" position is to have the agreement of the Centre members and those interested in the position.
At least 30 days before AGM	<ul style="list-style-type: none"> • Advise AGM to Centre members and post Agenda for AGM on Centre notice board (include minutes from previous AGM and other supporting information, such as Annual Plan, Annual Budget, office holder nominations, etc. where available) • Send out invitations to your Centre Life Members and Friends of Playcentre • Organise an independent person to chair the AGM e.g. a past member or Centre Life Member
31 st August	End of Financial Year
<p><i>Reminder: Centre Annual General meetings –There should be a "neutral" facilitator for the Election of Office Holders. If your centre is not part of the Playcentre Aotearoa Centres Group Registration you will also need to minute Acceptance of Annual Accounts and read out the Auditors Report and note in your AGM minutes this was presented.</i></p>	
After your AGM	<ul style="list-style-type: none"> • Give all your position holders a copy of their position holders' job description and office holder portfolio if available. • Ask previous office holders to complete a handover • Send Office Holder contact information to your Regional Hub (form will be sent in the next pack)
Due Within 2 weeks following your AGM	<ul style="list-style-type: none"> • Send a copies of the following to your Regional Hub: <ul style="list-style-type: none"> • Centre Report (A factual summary of the Centre's year. Can be Presidents report) • Annual Plan and Annual Budget • Centre AGM minutes (including Receipts and Payments)

Making an AGM Special

Some centres may wish to have:

- A theme - decorations, fancy dress, etc.
- Combine with a meal, or have nibbles available.
- Team building activities, games, etc.

Points to Note

Withdrawal of a nominee to a position

Once a name is put against a position, only that person can withdraw their nomination. The withdrawal should be included in the minutes at the AGM

New nominations or changes to nominations

New nominations taken from the floor during the centre AGM are generally not be voted in on the night. A SGM can be scheduled to address any business needing to be carried over from the AGM.

Essential Roles

President

Treasurer

Secretary

Education

Enrolments/Bulk Funding

Property/Equipment/Health and Safety (can be split depending on number of centre members)

Bicultural Officer

Budget

Your centre should hold an annual budget meeting, or discuss this at a monthly meeting before the end of the financial year (31st 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 centre, not solely the Treasurer. The Treasurers' job is to assist and collate the budget. The budget after being agreed upon is then presented at the AGM and adopted or approved.

Financial Reporting Packs for NZPF Consolidated Accounts

This year Federation are hoping to use information straight from Xero, along with a limited amount of non-financial centre information. Background on what will be required and when will be distributed to centres shortly. It is expected this years' process will be significantly less onerous than last year. At this stage centres should continue with their normal monthly financial process and data entry into Xero.