

Information on writing AGM Office Holder Reports

Prior to the AGM, the centre should consider whether reports will be read at the meeting, or tabled to be included into the minutes. If you have a lot of members, it might be worthwhile asking people to just table their reports, or to share highlights. Encourage members to email reports through to the minute taker prior to the AGM. If you receive them all in time, you can consider collating these into a booklet to have available alongside the agenda on the night.

Office holder reports don't need to be long or hard to write – this is an opportunity for you to highlight any trials or triumphs from the past year, and pass on any pearls of wisdom for anyone taking the role on after you. You can write a paragraph, or a page.

Your report could cover:

- What you've enjoyed or will remember.
- What made the job enjoyable.
- Any successes, developments or project completions.
- Any challenges you encountered – what you would change if given the opportunity.
- Suggestions for work to be carried over to the next year.
- Acknowledge any people who have supported you in your role.
- Mention any ongoing projects that will need continued work.
- Any words of wisdom or support you would like to pass on to future office holders.
- Any tips/hints that you have learnt that would make it easier for the next person.