

## Preparing for your Annual General Meeting [AGM]

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| <p><b>During Term 2</b></p>                        | <ul style="list-style-type: none"> <li>• Review current Annual Plan &amp; Budget – start thinking about what your goals for next year might be</li> <li>• Have conversations about positions needed for the coming year – encourage new members to consider taking on a role.</li> <li>• Decide on date for AGM between 1<sup>st</sup> September and 31<sup>st</sup> October.</li> <li>• Decide on venue for AGM (suggest that the meeting is held a public place or Centre - not someone's house)</li> <li>• Decide on format/theme of AGM – this is a celebration of your year's achievements, so remember to make it fun!</li> <li>• Let your Centre Support Worker and Centre Admin know the date for your AGM – they can also support you through the planning process.</li> </ul> |
| <p><b>During Term 3 or earlier if possible</b></p> | <ul style="list-style-type: none"> <li>• Prepare Annual Report:             <ul style="list-style-type: none"> <li>○ Review achievements from your Annual Plan</li> <li>○ What progress did you make towards your strategic goals?</li> <li>○ Any highlights from the past year</li> <li>○ Acknowledge any growth in numbers, or members that have left.</li> </ul> </li> <li>• Prepare Annual Budget and load into Xero (CA can assist)</li> <li>• Locate minutes from previous AGM</li> <li>• Request Office Holders to prepare written reports for AGM – see guidance information available on the Playcentre website.</li> <li>• Seek nominations for Centre Office positions</li> </ul>  |
| <p><b>At least 30 days before AGM</b></p>          | <ul style="list-style-type: none"> <li>• Notify AGM to Centre members and circulate agenda for AGM (include minutes from previous AGM and other supporting information, such as Annual Plan, Annual Budget, office holder nominations, etc. where available)</li> <li>• Send out invitations to your Centre Life Members, Friends of Playcentre or any members who have left in the past year.</li> </ul>   |
| <p><b>31<sup>st</sup> August</b></p>               | <p>End of Financial Year</p>  |
| <p><b>After your AGM</b></p>                       | <ul style="list-style-type: none"> <li>• Give all your position holders a copy of their position holders' job description and office holder portfolio (if available).</li> <li>• Ask previous office holders to complete a handover.</li> <li>• Circulate the following to your Members, CSW and CA             <ul style="list-style-type: none"> <li>○ Updated office holder contact information</li> <li>○ Centre AGM minutes</li> <li>○ Approved Annual Plan and Budget</li> </ul> </li> <li>• Send office holder contact details to Regional Office</li> <li>• Update office holder detail on the Charities website<br/><a href="https://www.register.charities.govt.nz/Account/LogOn">https://www.register.charities.govt.nz/Account/LogOn</a></li> </ul>                         |

*If your centre is not part of the Playcentre Aotearoa Centres Group Registration your centre will be responsible for updating the Charities website with your latest annual return on time and meeting all other Charities Services requirements. To join the Playcentre Aotearoa group registration, please email [charitiesregistration@playcentre.org.nz](mailto:charitiesregistration@playcentre.org.nz) with your centre name and charities number.*