

# Setting up an AGM

Setting up your first Annual General Meeting (AGM) can seem quite complicated if you have never done anything similar before. Below are some guidelines that should remind you of the small things that it is so easy to forget.

## Where should we hold the meeting?

The meeting should be organised in a facility that is local to your park or open space, and as open and accessible to as many community members as possible. Remember that there will be a range of people attending your meeting including older age people, parents of young children and possibly wheel chair users. Facilities such as schools, churches and community rooms are commonly used as meeting places as they usually offer toilets, tea making equipment, parking and easy access to the building. If your local park or open space has a building speak to the council about using this facility.

## When should we hold the meeting?

Give yourself at least 3 weeks to organise your first AGM; this should give people enough time to make arrangements to attend the meeting.

Your meeting should be organised at a time when most people in the community are able to attend, late afternoon/evening meetings are good because they allow community members who work to attend the meetings.

Following meetings can be held at whatever times suit the majority of your group.



## What do we need to do?

All meetings held by your group should have an agenda that outlines what is to be discussed at the meeting, and all meetings should be minuted. If possible, send the agenda out before the meeting.

Minutes do not have to be a complete copy of everything that is said in the meeting, they should reflect the major themes which are discussed in the meetings with any action points marked against a name. Minutes should also record the names of the people who have attended and any apologies sent for the meeting.

Sample agendas and minutes are included within this pack.

### Who should we invite?

As a community group you need to involve as many people as possible, therefore your meeting should be advertised as much as possible. Word of mouth is the best form of advertising, however posters and leaflets are also beneficial if they are put in the right place. Schools, shops, clubs and the park itself are great places to put advertising for your meeting. The council can help advertise the group on its website and through its magazine.

Some groups also choose to invite their local councillors, if you do not have contact details for them the council can put you in touch.

Park staff, whether a warden or a manager will always be happy to attend your meetings where possible.

### Chair

The chair should facilitate meetings and help keep the group focused.

### Secretary

The role of the secretary is to take care of the group's correspondence, to create agendas for meetings, take minutes during meetings and to make sure that all members of the group are kept informed and involved.

### Treasurer

The role of the treasurer is to keep up to date accounts of the group's financial affairs. This role involves opening the group's bank account, paying bills, keeping accurate books and managing petty cash.

You may wish to create other roles in the group (e.g. publicity officer, fundraising officer)

