

FAMDA - Annual General Meeting - Preparation Guide

(Aligned to March AGM)

Purpose

This guide provides a structured process to support the effective preparation and conduct of the Foster Arts Music & Drama Association (FAMDA) Annual General Meeting (AGM), ensuring compliance with the Constitution and relevant regulatory requirements.

Overview Timeline

- **January:** Preliminary preparation
 - **February:** Formal preparation and notice
 - **March:** AGM delivery and post-meeting actions
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JANUARY — Preliminary Preparation

Focus: Establish the foundation for the AGM

Committee Actions

The Committee of Management should:

- Confirm the proposed **AGM date, time, and venue**
- Record the AGM in the Annual Governance Calendar
- Request the Secretary to review the **membership register** for accuracy
- Request the Treasurer to commence preparation of the **annual financial statements**
- Identify any proposed:
 - constitutional amendments
 - membership fee changes
 - special resolutions
- Review upcoming **insurance renewal dates**

Note: Early preparation in January significantly reduces compliance risk.

FEBRUARY — Formal Preparation

Focus: Compliance and member notification

Financial Preparation

The Treasurer will:

- Finalise the annual financial report
 - Prepare the Treasurer's Report for presentation
 - Provide the financial documentation to the Committee for review and approval
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Committee Preparation

The Committee will:

- Approve the AGM agenda
 - Confirm any motions to be presented to members
 - Confirm Committee positions to be declared vacant
 - Call for Committee nominations in accordance with the Constitution
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Notice to Members

The Secretary will:

- Issue the **formal Notice of AGM** in accordance with the Constitution notice period
- Distribute nomination forms (if applicable)
- Prepare the AGM documentation pack
- Issue a reminder notice to members closer to the meeting date

February is the critical compliance month for AGM preparation.

MARCH — AGM Delivery

Focus: Conduct of the Annual General Meeting

Pre-AGM Preparation

The Secretary and President will ensure the following are prepared:

- Quorum checklist
- Member sign-in sheets
- Ballot papers (if required)
- Copies of all reports
- Final AGM agenda and running sheet

The Treasurer will ensure the financial report is ready for presentation.

At the AGM

The Chair (normally the President) will:

- Confirm quorum
- Open the meeting
- Present or table the President's Report
- Present the Treasurer's Report
- Conduct Committee elections
- Confirm membership fees (if required)
- Put motions to the meeting
- Close the meeting

The Secretary will accurately record all resolutions and outcomes in the minutes.

Post-AGM Actions (Within 1–2 Weeks)

The Secretary will:

- Finalise and distribute the AGM minutes
- Update the Committee Register
- Notify Consumer Affairs Victoria (if required)
- Arrange updating of bank signatories
- Update relevant governance information on the FAMDA website

The Treasurer will:

- Implement any approved membership fee changes

The Committee will:

- Induct newly elected Committee members

Timely completion of post-AGM actions is essential for good governance.

Implementation Guidance

To support a smooth AGM process, FAMDA should:

- Commence formal preparation no later than early February
 - Use a consistent AGM running sheet each year
 - Ensure documentation is prepared and reviewed in advance
 - Maintain clear and accurate membership records
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Governance Note

This AGM preparation framework is designed to be:

- proportionate for a community theatre organisation
- compliant with Victorian incorporated association requirements
- practical for volunteer committees
- scalable as FAMDA grows