

<b>Checklist</b>	
<b>Before the AGM</b>	
Organise the AGM – finalise date & location	
Notify the Guild	
Notify members – provide 14 days’ notice	
Prepare reports – from outgoing committee & financial statement	
Circulate agenda to all members	
<b>At the AGM</b>	
Achieve quorum - 10 ordinary members (if not, set a new date for the AGM)	
Attendees sign in	
Take minutes	
Deliver reports	
Elect new committee	
Address changes to custom constitution (optional)	
Arrange handover meeting – schedule date	
<b>After the AGM</b>	
Submit AGM minutes to the Guild	
Hold handover meeting	
Change bank signatories	
Re-register club with the Guild	