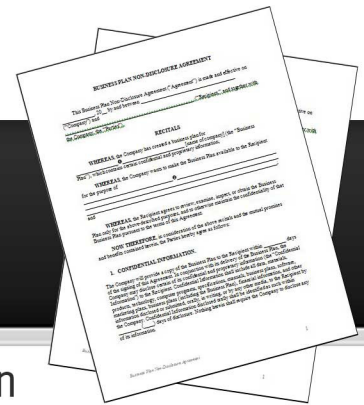


# LEGAL DOCUMENTS

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Not for Profit

## Agenda and AGM Minutes for Charitable Organizations

# 1. Overview

is pack contains a template for an agenda and minutes of an Annual General Meeting of a charitable organisation.

## 2. Practical Tips

- Always read the charity's constitutional documents carefully to make sure that the AGM is notified properly and that all matters provided for in the constitution are provided for in the agenda and at the meeting.
- Many charitable constitutions require public notice of an AGM.
- Those attending the AGM may be entitled to attend, but will not necessarily have the right to vote at the meeting. Usually only the trustees, executive, or members, depending on the type of organisation, are entitled to vote.
- The key to writing minutes is to be clear. You don't need to be too technical. What is important is that the minutes accurately record what occurred and what decisions were made. They minutes are not required to be narrative in form, and the entire discussion need not be recorded.
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### USER GUIDE

## AGENDA FOR THE ANNUAL GENERAL MEETING

This is a suggested agenda for an annual meeting for a charity.

The presentation of annual accounts and appointment – or non-appointment of an auditor must be addressed. In some instances the charity is not required to appoint an auditor and may have accounts reviewed instead. Make sure the constitutional requirements are followed. .

Other matters can be added to the agenda. There is no restriction on what can be included.



# **MINUTES OF AN ANNUAL MEETING OF SHAREHOLDERS**

These draft minutes reflect the suggested agenda that is contained in this meetings pack.

The minutes record the persons present from within the organisation, other attendees and apologies.

The minutes then record the decisions made. The suggested wording is relatively short form. It is permissible to record more detail or to record additional information in the minutes.

Any other matters decided can be added following the same format. Matters that are not relevant to the particular charity can be deleted.

Where a decision is made, that resolution should be moved by one person entitled to vote and seconded by another. The other persons entitled to vote then signify if they approve or disapprove the resolution. If the resolution is passed, it is recorded with details as to who moved and seconded it.

It is also possible to record if the decision was passed unanimously by adding the words "carried unanimously" after the details of the mover and seconder of the resolution.

If it was not unanimous, the following words would be appropriate: "Carried by a majority: against [with names] /abstained [with names]"

The objective is to record decisions made. The level of detail is a matter of choice for the charity involved.

The minutes assume that there is an election of a chair and deputy chair. Other elections may also be required at the meeting. The organisation's constitution must be followed when holding elections. The minutes record the outcome for that process.

If the constitution does not provide for elections at the meeting, it may be a good idea to record in the minutes changes of trustees or other office holders between AGMs. That does not need a resolution, just a note or record of what the meeting was told.

The minutes are usually signed by the Chairperson of the meeting as a true record of the meeting once they are approved at the following AGM.



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