



Alumni Network

Chapter AGM

What is an AGM?

An Annual General Meeting is commonly abbreviated as AGM. It is an important and formal event to be organised by USQ Alumni Chapters once a year. An AGM provides the Chapter Committee with an opportunity to communicate matters in relation to chapter elections, financial statements, allow members to stay informed of chapter news and events and get involved in the chapter's future operations.

Before the AGM

- Preparation for the AGM is recommended to start 3 months prior to event.
- Chapter Chair takes a leading role in planning with the committee to decide upon the logistics and agenda.
- Confirm which current committee members will remain for the next term and who is resigning.
- Book the venue and finalise the agenda.
- Confirm the guest speaker if necessary.
- Prepare the Chapter Chair Report containing a summary of the year's chapter activities, major achievements and a preview of what is planned for the next year.
- Send the Alumni & Advancement Office details of the AGM at least one month prior to the event for notifying USQ alumni living in the same location/area.
- Prepare the financial statement/report for the year, which should be available to members before or on the day of the AGM.
- Send invitations to all members and call for nominations to fill the vacant committee positions.

During the AGM

- Ensure copies of the agenda and minutes of the previous AGM are available for members.
- Provide name tags for attendees and keep a record of attendance.
- Make your guests feel welcome and introduce new members to current Chapter Committee members.
- Keep the AGM to one hour.
- Offer people time and opportunity to network and socialize

After the AGM

- Advise the USQ Alumni & Advancement Office of any changes to the committee and details of all the new committee members.
- Outgoing committee members must hand over all documents and records to the new members. Please refer to the Leadership Transition Toolkit for details.

We can help

Let us know if you need further assistance or advice on organising your chapter AGM.

If you require any further information or any assistance, contact the Alumni & Advancement Office via email [**alumni@usq.edu.au**](mailto:alumni@usq.edu.au).