

Holding an Annual General Meeting (AGM)

As a Diabetes UK local group you will have signed the Agreement to be part of Diabetes UK. It is a requirement of that Agreement and, we believe, best practice to hold an AGM for the presentation of the group's accounts and election of officers. The AGM can also be an opportunity to tell people who attend your group meetings about what you have achieved during the year, to answer any questions and to say thank you to all those who have worked for the group during the past year.

1) Notify everyone who is entitled to attend

Notice should be given to everyone entitled to attend. In the case of Diabetes UK local groups this would mean mailing or emailing all those on your list and who attend meetings. In addition you could place posters in local GP clinics and diabetes clinics. The notice should specify the time and venue and set out the agenda for the meeting. You should give not less than 21 clear days' notice.

2) The meeting

An appropriate quorum – or the number of people that you need to have at the AGM in order to be able to make decisions in a way that is representative of the views of the group – should be set by the group well in advance of the meeting.

The size of each local group varies considerably, making it impossible to set a standard quorum across the board. When setting up the quorum for your group you should take into account the size of your committee, the size of your mailing list and the level of attendance at meetings. Diabetes UK recommends that the quorum should not be set below 5 for small groups. Larger groups should set their own more appropriate quorum.

Chairing the meeting

- The present Chair presides until such a time as the AGM decides to elect a new Chair.
- If the Chair is absent, the meeting can elect someone else who is present to take the chair temporarily.

The AGM agenda

The annual accounts and the minutes of the last AGM must be circulated with the agenda for the meeting.

- Introduction and welcome by the Chair
- Apologies
- Minutes of previous AGM approved and signed by the Chair
- Matters arising from the minutes

- Chairs report (optional; may wish to summarise the year's activities)
- Treasurer's presentation of accounts and approval by AGM
- Election of committee members
- Any other business

It is suggested that the business part of the meeting is followed by other activities.

Election of committee members

The AGM is the time when the new committee is elected. A local group has to have a minimum of Chair, Secretary and Treasurer, but there is no maximum number of committee members. Committee members can be nominated by a member of the local group before or at the meeting.

Approach suitable candidates well in advance of the meeting; volunteers are much more likely to put themselves forward if they have been asked for help. Consider allowing interested members to shadow current committee members to gain an idea of the role in advance.

Other people may attend the AGM, but only those named on the mailing list are entitled to vote. Proxy votes can be allowed. Voting can take place with a show of hands or by secret ballot. More than 50% of the vote constitutes a pass vote. In the event of a tie, the Chair (or whoever is acting as Chair at the meeting) has the casting vote.

If a committee vacancy is not filled a decision on filling the vacancy can be deferred until the next ordinary group meeting, with the agreement of the AGM. Alternatively, it might be possible to agree to someone filling the vacancy on a temporary basis.

3) After the meeting

- Full and accurate minutes of the AGM need to be taken, written up immediately after the meeting and sent to the Volunteer Development team at your local Diabetes UK office.
- Copies of the agenda and minutes should be kept for future reference.

Contact us

If you have any questions about the AGM please contact your local volunteering team.