



Annual General Meeting Proceedings

1. Purpose

This describes the proceedings for the Annual General Meeting.

2. Objectives for the AGM

The aims of the AGM are to:-

- Conduct essential IFM business, i.e.:-
 - Present the Annual Report
 - Present the Financial Report
 - Elect appointments
 - Vote on any changes to Rules, subscriptions or other important matters
- Allow as many members to engage as possible
- Be an interesting / enjoyable experience – influencing members to want to attend
- Be professionally and efficiently run

3. Proceedings

The following describes the running order of the proceedings and who does what.

What	Who	Comments
Invite to AGM	<ul style="list-style-type: none"> • Dir Ops / Chief Exec 	<ul style="list-style-type: none"> • Email to all members at least 4 weeks before AGM. And letters to members without emails • Agenda and previous minutes available on website
Format	<ul style="list-style-type: none"> • Dir Ops 	<ul style="list-style-type: none"> • Hybrid: In person at Annual Conference, plus available by Zoom • Use 'Owl' gadget to provide better user experience • Venue to have good WiFi and technology tested before AGM
Chair	<ul style="list-style-type: none"> • President 	<ul style="list-style-type: none"> • President to chair the AGM • Vice Chair of Trustees or a Trustee if the President is unavailable
Minutes	<ul style="list-style-type: none"> • Exec Officer 	<ul style="list-style-type: none"> • Executive Officer to record minutes
Annual Report	<ul style="list-style-type: none"> • Chair of Trustees • Chief Executive 	<ul style="list-style-type: none"> • Charity overview, progress with Board priorities • Powerpoint presentation of progress with the business plan in the current year, with photos, key facts, anecdotes and thanks
Financial Report	<ul style="list-style-type: none"> • Director of Finance 	<ul style="list-style-type: none"> • Clear presentation of financial performance of previous year, plus prediction for current year
Election of President	<ul style="list-style-type: none"> • Trustee, Vice Chair or Chief Executive 	<ul style="list-style-type: none"> • Ideally Vice Chair, if not, a Trustee or Chief Executive to chair this part if the President is the Chair of the Trustees
Elections of Trustees and Vice Presidents	<ul style="list-style-type: none"> • President 	<ul style="list-style-type: none"> • People in room to raise hand • People on Zoom to use Zoom voting facility – Dir Ops / Dev Officer to operate and record • Provide the facility for members to be able to vote by proxy in advance if unable to attend the AGM – details to be arranged

Voting on changes	<ul style="list-style-type: none"> • Chair 	<ul style="list-style-type: none"> • People in room to raise hand • People on Zoom to use Zoom voting facility – Dir Ops / Dev Officer to operate and record • Provide the facility for members to be able to vote by proxy in advance if unable to attend the AGM – details to be arranged
Publication of minutes and reports	<ul style="list-style-type: none"> • Dir Ops / Chief Executive / Exec Officer 	<ul style="list-style-type: none"> • Minutes, reports and recording of proceedings to be published on website within 4 weeks of the AGM

4. Review

These proceedings will be reviewed in September 2024, or earlier if experience or feedback require it.