



AGM Planning Checklist

Note: Where applicable, actions can be delegated if required. The Checklist illustrates who has ultimate *ownership* of each action.

Actions in Scheduled Group Meetings

<i>Ref</i>	<i>Who</i>	<i>Action</i>	<i>When</i>	<i>Notes</i>	<i>Done</i>
1	Leaders	Set Date and Time of AGM	January Leaders Meeting	Date needs to be AFTER June Exec Meeting. Avoid clash if at all possible with 23 rd Enfield Explorers Family Camp and/or AGM.	
2	Exec	Agree who will Chair the AGM if the Group has no Permanent Chair in place	March Exec Meeting	(All Actions shown as 'Chair' below will be owned by this person.)	
3	Exec	Agree who will be receiving special gifts at AGM [See 29]	March Exec Meeting	Gifts likely to be presented to any Leaders who have left during the year and to any Exec members who are standing down. But may also be other people associated with the Group.	
4	Exec	Agree Group Charity for Forthcoming Year	March Exec Meeting	Decision may be made to continue with existing Group Charity, especially if it has only been the Group Charity for one previous year.	
5	Exec	Agree if we wish to invite anyone from last year's chosen charity to receive a cheque [See 13 & 48]	March Exec Meeting	This may probably not be a good idea if we are switching to a new Charity!	
6	Exec	Agree if we wish to invite anyone from the forthcoming year's chosen charity to give a talk/presentation [See 13]	March Exec Meeting	If Charity remains same as last year, we can present a cheque for last year to them at the AGM.	
7	Exec	Agree who will take care of refreshments	March Exec Meeting		
8	Leaders	Check which Leaders wish to be on Exec	March/April Leaders		

Written By:	Group Scout Leader	Last Updated:	15/01/18
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		for the forthcoming year	Meeting	
9	Leaders	Decide who will be performing Flag Break	March/April Leaders Meeting	
10	Exec	Approve Accounts for Financial Year ending 31st March.	June Exec Meeting	(Treasurer and Chair to sign post-approval.)

Other Actions Pre-AGM

<i>Ref</i>	<i>Who</i>	<i>Action</i>	<i>When</i>	<i>Notes</i>	<i>Done</i>
11	Secretary	Inform DC of AGM Date and Time and invite him/her to AGM	ASAP after January Leaders Meeting	Invite via email to dc@enfieldscouts.org .	
12	Secretary	Invite ADC Beavers, ADC Cubs and ADC Scouts.	ASAP after January Leaders Meeting	Invite via email to team@enfieldscouts.org .	
13	Secretary	If applicable, invite representative from Group's chosen charity for last year and/or for the forthcoming year to AGM [See 5, 6 and 48]	ASAP after March Exec Meeting		
14	GSL	Decide whether anybody not directly linked to the Group (excluding DC and ADC's) should be invited to AGM and, if so, send them an invite	No later than 2 months before AGM	E.g. ex-Leaders from our Group and Leaders from other Groups with whom activities have been shared during the previous year, such as Camps.	
15	GSL	Confirm whether current Exec members wish to stay on the Exec or leave the Exec	No later than 1 month before AGM		
16	GSL	Confirm new members of the Exec	No later than 1 month before AGM	New members should be nominated under GSL'S Nominations. There cannot be more GSL Nominations than Exec Nominations (so some Exec members who were GSL nominations last year may need to move to be Exec Nominations).	
17	Chair	Ask Church Rep which Minister will be attending AGM [See 18]	No later than 1 month before AGM		
18	Chair	Ask Attending Minister if he/she will kindly say an Opening Prayer [See 17]	No later than 1 month before AGM		
19	Chair	Confirm if there will be an Explorer	No later than 1 month	It is recommended that Explorer	

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		Presentation and, if so, who will be giving it [See 35]	before AGM	Presentations are prepared in MS PowerPoint format if a laptop is being used.	
20	Chair	Confirm if MS PowerPoint Presentation of Agenda is required [See 21 & 28]	No later than 1 month before AGM		
21	Chair	Source laptop/projector/screen if MS PowerPoint Presentation of Agenda is required [See 20]	No later than 1 month before AGM	DC has kindly provided laptop and projector in recent years. The Group now has a screen that is kept in Store Hut A, although the south side wall can be used to project upon.	
22	Chair	Source microphone/sound system if required	No later than 1 month before AGM	DC has kindly provided microphone and sound system in recent years.	
23	Treasurer	Prepare Draft Accounts for Financial Year ending 31st March	Before end-May		
24	Treasurer	Ask Scrutiniser to Scrutinise Draft Accounts	Before end-May		
25	Treasurer	Make amendments recommended by Scrutiniser (if any) and issue Draft Accounts to Exec members	Before June Exec Meeting	Draft Accounts to be emailed to Exec members a few days ahead of June Exec meeting.	
26	GSL	Check whether anybody to whom we wish to present a gift will not be attending the AGM [See 50]	Before June Exec Meeting		
27	Secretary	Prepare AGM Agenda in MS Word Document Format	Before June Exec Meeting	GSL and Chair to review and agree. Last year's template can be re-used.	
28	Secretary	Prepare MS PowerPoint Presentation of Agenda if required [See 20 & 34]	Before June Exec Meeting	GSL and Chair to review and agree. Last year's template can be re-used.	
29	Secretary	Ensure all special gifts have been obtained [See 3]	Before June Exec Meeting		
30	GSL	Let DC know if we would like him/her to do any presentations	Before June Exec Meeting	E.g. Chief Scout Silver Awards, Jack Petchey Awards. Queen's Scout Awards.	
31	Chair	Agree how room will be set up	Before June Exec Meeting	Seating arrangements to be agreed. The Group has set up the room "sideways" in recent years. Dependent	



				on type of entertainment planned.	
32	Chair	Agree who is helping to set up room and what time they should arrive	No later than 3 days before AGM	75 minutes before start time of AGM is recommended as a minimum.	
33	Secretary	Issue Approved Accounts and Minutes of Last Year's AGM (available on Group Website) to all Group Members	No later than 3 days before AGM	Email documents to Group, Leaders and Exec email groups. Also to DC and team@enfieldscouts.org . (No need to issue Agenda ahead of AGM.)	
34	Secretary	Email MS PowerPoint Presentation of Agenda (if required) to whoever is supplying laptop [See 28]	At least 1 day before AGM		
35	Chair	Email Explorer MS PowerPoint Presentation (if applicable) to whoever is supplying laptop [See 19]	At least 1 day before AGM	Action to be taken by person giving Explorer Presentation; Chair's action is to ensure that this has been done.	
36	GSL	Prepare GSL's Report	Before AGM		
37	Chair	Prepare Chair's Report	Before AGM		
38	BSL	Prepare BSL's Report	Before AGM		
39	CSL	Prepare CSL's Report	Before AGM		
40	CSL	Decide Best Behaved Cub award winner and let Secretary know	Before AGM		
41	SL	Prepare SL's Report	Before AGM		

Actions Post-AGM

<i>Ref</i>	<i>Who</i>	<i>Action</i>	<i>When</i>	<i>Notes</i>	<i>Done</i>
42	GSL	Pass original or copy of GSL's Report to Secretary	Immediately after AGM	This can be emailed to Secretary if written as a document.	
43	Chair	Pass original or copy of Chair's Report to Secretary	Immediately after AGM	This can be emailed to Secretary if written as a document.	
44	BSL	Pass original or copy of BSL's Report to Secretary	Immediately after AGM	This can be emailed to Secretary if written as a document.	
45	CSL	Pass original or copy of CSL's Report to Secretary	Immediately after AGM	This can be emailed to Secretary if written as a document.	
46	SL	Pass original or copy of SL's Report to Secretary	Immediately after AGM	This can be emailed to Secretary if written as a document.	



47	Treasurer	Send Approved Accounts to District	ASAP after AGM	Email a scan of the Signed Accounts, plus a soft copy, to treasurer@enfieldscouts.org . (Note: we do NOT need to send Accounts to the Charity Commission as we are an <i>Exempted</i> Charity, not a Registered Charity.)
48	Treasurer	Send cheque to last year's Charity if they did not attend the AGM [See 5 & 13]	ASAP after AGM	(Treasurer may want to send a covering letter with cheque.)
49	GSL	Update the following email groups as applicable to reflect members leaving, new members joining and changes of role: <ul style="list-style-type: none"> • exec@18thedmonton.net • leaders@18thedmonton.net • gsl@18thedmonton.net • chair@18thedmonton.net • chaplain@18thedmonton.net • secretary@18thedmonton.net • transport@18thedmonton.net • treasurer@18thedmonton.net 	ASAP after AGM	(Individual leader email addresses may also need removing, creating or changing.)
50	Secretary	Arrange presentation of gifts for anyone to whom we wished to present a gift who was not present at the AGM [See 26]	ASAP after AGM	This may be done informally (e.g. just taking gift round to their house) or at next appropriate Group event.
51	Secretary	Publish AGM Minutes on Group Website	ASAP after AGM	
52	Secretary	Issue AGM Minutes	ASAP after AGM	Email minutes to Group, Leaders and Exec email groups. Also to DC and team@enfieldscouts.org
53	Secretary	Update Group Website	ASAP after AGM	As required, update: <ul style="list-style-type: none"> • Exec information page (reached from "About Us" Page); • Leaders information page (reached from "History" Page); • Leaflet for Parents (reached from "Parents" Page);



18th Edmonton Scout Group
H.Q.: BHP Methodist Church, Enfield, Middx.

			<ul style="list-style-type: none">• “Contact Us” Page;• “Vacancies” Page;• This AGM Planning Checklist.	
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