

Suggested checklist for a District Annual General Meeting (AGM)

To be read in conjunction with documents:

- Trustees & Governance – Charities and Meetings - <https://www.gov.uk/government/publications/charities-and-meetings-cc48>
- POR's rule 4.25 – Constitution of Scout District - <https://members.scouts.org.uk/supportresources/search/?cat=480>
- Appendix A - of this Checklist

1	Before the AGM meeting		Yes/No
1.1	The AGM is held once a year.		
1.2	The agenda includes: To receive and consider the audited annual report and accounts within 6 months of the end of the financial year.		
1.3	The annual report must contain the information within the Annual report template (LT700001) which is available from www.scouts.org.uk Other than a report from the District Chair and District Treasurer, other reports can also be included from the District Commissioner, Assistant District Commissioner's and sub-committees (where appropriate) to evidence how the District money has been spent, challenges occurred which has resulted in an overspend or failed delivery of the objectives and operational plans for the next financial year.		
1.4	The Annual Report is to be signed by the District Chair and one other appropriate Executive Committee member once it has been approved by the District Executive Committee		
1.5	Ensure understanding of ex-officio, elected, nominated and co-opted members.	See POR's rule 4.25, Constitution of District Scout Council	
1.6	Any other business relevant for an AGM.		

1.7	The notice: Should be sent to every member of the District Scout Council (as listed in Policy, Organisation & Rules), those with right of attendance, and to other people whom the Executive Committee would like to invite	must state that the meeting is an annual general meeting	
		must specify the date, time and location for the meeting	
		should set out in clear paragraphs the agenda of business to be transacted at the meeting	
		should state with reasonable prominence that every member of the Scout Council is entitled to vote;	
1.8	The notice and above documents should be sent at least 21 days (clear notice – not including the day of posting and day of the meeting) in advance of the meeting.		
1.9	Notice of a resolution i.e. proposing to appoint a new auditor or requests for new nominations must be given at least 21 days in advance of the meeting		
2	Meeting venue		Yes/No
2.1	Make sure venue is booked in plenty of time, allows access to all members and visit the venue beforehand		
2.2	Estimate how many will attend the meeting		
2.3	Ensure that the venue complies with health and safety regulations		
2.4	Ensure that you will have access to the room in plenty of time in advance of the meeting to arrange for logistics and setting up of equipment:		
2.5	How will the room be laid out?		
2.6	Who will sit at the top table?	Normally the Chair, Secretary, Treasurer and District Commissioner is enough	

		people.	
2.7	Is a stage required for the top table?		
2.8	Will sound and vision equipment be required?	Remember to test the equipment	
2.9	The person who has had the responsibility of organising the AGM delegated to them should manage the expenditure for the event ensuring that spend remains within budget		
2.10	A risk assessment is drawn up for the event (if hiring a venue this may also include a risk assessment already completed by the venue operators)	www.scouts.org.uk/safety for more info	
2.11	An InTouch process needs to be agreed and in place for the duration of the event	www.scouts.org.uk/intouch for more info	
3	During the meeting		Yes/No
3.1	At the commencement of the meeting, the Secretary should read the notice and the Chair should ensure a quorum is present		
3.2	Ensure copies of all documents, including the agenda, are available and set out before the meeting		
3.3	For re-election of Executive Committee members each member should be re-elected separately.		
3.4	The Secretary or another appropriate person will take the minutes of the meeting		
3.5	It is advised that the Secretary has access to a copy of the constitution and Policy, Organisation & Rules.		
3.6	All those present should be asked to sign the attendance sheet on their way into the meeting		
3.7	It is suggested that all Executive Committee members and members of District Leadership team should attend wearing name badges		
3.8	Attendance by any other persons who are not part of the District Scout Council – auditors, scrutineers, registrar, external auditors, local dignitaries etc - is acceptable but they do not have a vote.		

3.9	The minutes of the previous AGM, Executive Committee's Annual Report and annual statement of accounts along with other supplementary reports are only considered by the District Scout Council and no vote of acceptance is required. Time should be allowed for any questions from Council members.		
3.10	The Secretary and Chair can prepare a script to cover the running order of events for reference by the Chair at the meeting.		
3.11	The Chair should allow time for questions during the meeting.	Council members as a courtesy to others, should state their name	
3.12	At the point in the agenda when it is the nomination for District Chair, the Chair should hand over the running of the meeting to the District Commissioner who will then ask the District Scout Council for their approval of their nomination. The newly nominated Chair will then take up the running for the rest of the meeting (or it can be agreed for the out-going Chair to continue running the meeting to avoid delays to the flow of the meeting and situations of people moving chairs.)		
4	Voting		Yes/No
4.1	The Chair should explain the method of voting for resolutions (show of hands or ballot)		
4.2	Ensure that sufficient supplies of ballot papers are available if required		
4.3	Amending a resolution- an ordinary resolution can only be amended if the amendment is reasonably within the scope of the original. The revised amendment wording must be approved by the meeting before it is then voted on.		
4.4	An amendment cannot be allowed if it is a direct contradiction of the original resolution. A special resolution can't be amended at the meeting.		
4.5	All members of the District Scout Council has a right to one vote each.		
4.6	Voting must happen to; <ul style="list-style-type: none"> • Agree/disagree with the District Commissioner's nomination of Chair 		

	<ul style="list-style-type: none"> • Elect an individual to the role of District Secretary • Elect an individual to the role of District Treasurer • Elect other individual members of the District Scout Council to the Executive Committee • Agree/disagree with the District Commissioner's nominated members to the Executive Committee • Elect Group Scouters to the County Scout Council • Agree/disagree a quorum (if required to set annually) for meetings of: <ul style="list-style-type: none"> ○ The District Scout Council ○ The District Executive Committee ○ Any Sub-committees formed by the Executive Committee • Agree/disagree the appointment of either an auditor, independent examiner or scrutineer as appropriate • Agree/disagree any proposed changes to the District constitution by the District Executive Committee. 		
5	After the meeting		Yes/No
5.1	The Secretary should collect all paperwork		
5.2	The Secretary should put the minutes into a publishable format and store them securely. It's recommended that a copy of the minutes and the Annual Report and accounts are circulated to all District Scout Council members for their viewing.		
5.3	The District Executive Committee must send a signed copy of the annual statement of accounts and annual report to the County Treasurer within 14 days of the AGM.	Policy, Organisation & Rules, rule 4.59 (h)	
5.4	If the District is a registered charity with the Charity Commission for England & Wales a copy of the annual report and accounts must also be submitted in line with their deadlines and processes.		

5.5	The District Chair must ensure any new members complete the mandatory training “Essential Information for Executive Committee Members” (Module 1E) as part of their induction to the role.	The District Commissioner will need to ensure the District Chair does the mandatory training as part of their induction if the Chair is new into the position.	
5.6	The District Chair and/or Secretary (supported by the District Appointments Secretary) must ensure that the records held on Compass are updated for any new members joining the Committee. Compass records will also need to be closed for former members leaving the Committee.	New members must complete a Disclosure check and sign the Trustee declaration on the Adult Information from within 2 weeks of the AGM.	
5.7	The District Secretary or Chair must make sure records held by the Charity Commission for England & Wales are also up to date.		
5.8	The District Chair should set and communicate a date for the first meeting of the new Executive Committee.		

Appendix A – Suggested Checklist for AGM's

1.1 The agenda must include:

- Council members receive and consider the Annual Report of the District Executive Committee, including the annual statement of accounts (that have been externally examined to the appropriate level as set out in Factsheet LT103950,
- Council members approve the District Commissioner's nomination of the District Chair and nominated members,
- Council members elect a District Secretary (unless an employee of the District Executive Committee),
- Council members elect a District Treasurer,
- Council members elect other members to the Executive Committee,
- Council members elect Group Scouters to represent the District on the County Scout Council,
- Council members appoint an auditor or independent examiner or scrutineer as appropriately required and authorise the remuneration of the auditors or independent examiner if required

1.6 It's not suggested AOB takes place at an AGM. There may be award presentations, or a presentation from young people which could also be added, but this is not the core purpose of the AGM.

1.8 Twenty one days' notice is not a requirement of Policy, Organisation & Rules (though recommended by the Charity Commission for England & Wales) notice should be set out in any local documentations as a recommendation.

2.6 The Charity Commission for England & Wales suggest all Executive Committee members sit facing the rest of the meeting however this might not be possible in all cases.

4.6 If the Council disagree with the District Commissioner's nomination, then the District Commissioner needs to propose an alternative nomination. This might have to happen at a later point in time possibly at an EGM.

4.6 This is suggested by the Charity Commission for England & Wales as 1/3 of the total that can vote +1. But can be set by the District Scout Council as appropriate.

4.6 Any changes must not remove any rule that is in Policy, Organisation & Rules.

5.5 New members would also need to be told where they can find copies of the Constitution, Policy, Organisation & Rules and any other important documentation they may need.