



## **Conducting the Football Victoria Inc (Football Victoria)**

### **Annual General Meeting (AGM)**

***The AGM of Football Victoria give its Members (as defined under the Football Victoria Constitution) the opportunity to:***

- Confirm minutes of the previous AGM and of any general meeting held since that meeting.
- Discuss Football Victoria's Financial Statements and Reports for the year ending 2019/2020.
- Hear presentations in relation to operations, performance of the organisation and the outlook for the year ahead.
- Ask questions concerning the business of the AGM, preferably submitted in advance in writing using the attached form, of the Board of Directors and Football Victoria's independent Auditor. The AGM Chairperson, Chief Executive Officer or nominated delegate will generally answer these questions on behalf of the organisation. Questions without advance notice can still be asked; however, it is often difficult to provide full answers to such questions because there is no opportunity for full information responding to the question to be gathered. Members will have the opportunity to talk with the AGM Chairperson, Chief Executive Officer or nominated delegate at the meeting, and questions will always be dealt with in due course (perhaps not fully on the night, depending on the information needed to provide a fulsome answer).

Any business of which notice has been given in accordance with the rules outlined in the Football Victoria Constitution will be conducted at the AGM.

***To help achieve the above objectives Football Victoria will:***

- Allow Members and Life Members to raise questions or comments at the AGM by completing the attached form under Questions and Comments from Members and Life Members.
- Allow a reasonable opportunity for Members and Life Members to ask questions about or make comments on the operation, performance and management of Football Victoria.
- Answer Members and Life Members' questions honestly and fairly. If Football Victoria is unable to answer your question(s) at the meeting, they will seek to provide a response after the meeting.
- Provide relevant information to Members and Life Members.

***To achieve the above objectives Football Victoria asks that Members:***

- Be respectful of all individuals attending the AGM.
- Keep their questions and comments to a reasonable length of time to allow as many people as possible, who wish to contribute at the AGM, to do so.
- Understand that some questions or matters raised may be deemed by the AGM Chairperson to be best raised in another forum, and where this is the case, appropriate direction will be made. Such direction may include redirecting the matter to Football Victoria management (through the Chief Executive Officer) to be dealt with.
- Confine their questions to matters of relevance to the AGM.
- Respect the privacy of others who attend the AGM and assist in the orderly conduct of the AGM by not photographing, videotaping or recording the proceedings.