**Tip Sheet**

**How to deliver your Club AGM online**

**Prior to the meeting**

How to give notice of meeting correctly

Whether your meeting is online or in person, it is imperative that that all members receive notice of the meeting. Ensure your club completes the following:

□ Send the Notice of Meeting via email based on information collected on your membership form. (Note: Ensure that it is a requirement of membership to have a nominated email address for communications). While Facebook and other social media platforms are an efficient way to communicate with your members, it not recommended as the sole method to notify your members of your AGM. If a member does not have an email address, post a letter containing the Notice of Meeting and list the website link in the documentation.

□ Include information (or a link) to further information on how to use the online platform selected to hold the meeting.

□ Include information on how voting will be completed (For example, use the hand raising function for non-secret ballots. For secret ballots, clubs should consider using an online poll).

The impact of not issuing a defective notice of meeting is that the actions taken and decisions made (including passing a special resolution or electing committee members) at the meeting itself may be void.

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| **Helpful tip:**  Refer to the Template - *Notice of Meeting.* |

Selecting an online platform

Consider the business that must be covered in the meeting and which platform would be appropriate. For example, do you need a platform that will record attendance, and do you need a platform that allows you to do a secret ballot?

Identifying your club’s needs will assist you with selecting a platform that is right for your club. There is a large amount of content online about conducting virtual meetings due to the impacts of COVID, including a [tip sheet](https://communitydirectors.com.au/help-sheets/how-to-take-your-agm-online) prepared by the Institute of Community Directors Australia that considers the issue of getting the tech right.

You don’t need to reinvent the wheel, undertake some desktop research to explore what options have worked for other clubs or community organisations.

Familiarise with your platform

It is important that the meeting Chair is familiar with the functions of the meeting platform to ensure that the meeting runs as smoothly as possible. Consider conducting a ‘rehearsal’ meeting to test the functionalities before the meeting.

This will allow you to identify any shortcomings of the platform, and to learn how to effectively use it. Conduct practice votes and test any reporting functionalities of your chosen platform.

Invite all attendees that will be speaking at the meeting to the test run to make sure they are familiar with the meeting platform. It is also worth testing the platform on as many different devices as you can, to identify potential issues early.

Meeting Protocols

The following points could be sent to members with the agenda and link to your online AGM:

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| We ask that the following protocols are adhered to ensure the meeting proceeds as effectively as possible:  1. Mute: When the meeting starts, please place yourself on mute. If other users' microphones are on, background noise is created and it makes it difficult for others to hear the speaker.  2. Chat box: At any time, please type any questions you have in the chat box. We will use the chat box as the primary vehicle for questions. The moderator will provide an opportunity to make further comment on your question at the appropriate time. This provides an order to take questions in an environment where we cannot see all stakeholders. If you have questions, but do not wish to use the chat box, the moderator will provide an opportunity for additional questions at the conclusion of the meeting.  3. Voting: *Insert your methods of voting.*  4. Questions: We encourage you to send through any questions you have in advance of the meeting. We can then address them during the session. Please send your questions to: Club email address  Thank you for reviewing the above protocols for our AGM. We hope that these simple steps will enable us to deliver the important information you require in an effective manner. |

Resources:

* Template – AGM Notice of Meeting
* Template – AGM Agenda
* Template – AGM Minutes

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