



RUNNING GREAT ANNUAL GENERAL MEETINGS

Helping you prepare and deliver a great AGM

TRANSPARENCY - COMPLIANCE - CELEBRATION

Annual General Meetings are arguably the most important meeting on any organisation's calendar, but all too often they invoke unnecessary stress and anxiety for those charged with the task of organising them.

This **Running Great Annual General Meetings** training session is designed to help solve that common problem, and will give you the knowledge, the tools and the confidence to ensure your AGM not only delivers for your stakeholders and meets your compliance requirements, but that it does so in a way that involves less stress and more enjoyment for all concerned.



capability

Megan J Buntine Consulting Services

About **Megan J Buntine Consulting Services**



Megan J Buntine Consulting Services is an owner-led consultancy practice that works to improve the capability of organisations and individuals.

"Through my knowledge, my skills, my experience, and my connections, I support the governing bodies and senior staff of all sorts of organisations to build greater governance, leadership and strategic capabilities, so they can deliver better supports and services to their stakeholders".

Megan Buntine

Megan has worked and volunteered across the human services and broader not-for-profit sectors for more than 30 years, as well as running her own businesses over the past 20 years.

She writes and speaks on a range of topics for a variety of audiences.

She particularly specialises in helping organisations with:

- Good Governance
- Strategic Planning
- Executive Coaching
- Board Mentoring
- Succession Planning
- Board Development
- Effective Leadership
- Compliance Management
- Board Evaluations
- Quality Improvement
- Risk Audits
- Tailored Training

A **winning** formula for a successful AGM that meets your **obligations** while **celebrating** the year that was

THIS SESSION COVERS:



The legal requirements of an Annual General Meeting



Getting more attendees and making it more fun



Important follow ups to ensure compliance

Contact Megan to find out more:

megan@mjbconsulting.net.au

0421 525 048

www.mjbconsulting.net.au



RUNNING GREAT ANNUAL GENERAL MEETINGS

Training Overview

Introduction

- Purpose of the Annual General Meeting (AGM)
- AGM challenges

Getting prepared

- Regulatory requirements
- What does your Constitution say?
- Preparing the reports
- Notification requirements
- Special resolutions
- Ensuring the numbers
- Inspirational special feature

During the meeting

- Chairing the meeting
- Presenting the reports
- Electing the Board
- Knowing the Rules
- Managing attendees
- Capturing the minutes

After the meeting

- Finalising the minutes
- Notifying your regulator

Conclusion

- Useful resources
- Final questions?

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