



Registered Charity Number 266705

AGM Guide

What Happens At The AGM*?

Annual General Meetings are where the group makes its big decisions and decides who is going to run things. Our Annual General Meeting is usually around June each year. Everyone in the membership is encouraged to attend and make their voice heard.

Here's the standard agenda for an AGM:

- Welcome and Introduction
- Chairman's Report – productions, successes, thanks
- Treasurer's Report - how the money's going
- Secretary's Report - how things are with the membership
- Director's Report
- Amendments to Constitution (if any proposed)
- Election of Chairman for year
- Election of Treasurer for year
- Election of Secretary for year
- Election of ordinary members of committee
- Discussion and Review by all members of what the group would like to achieve long term, and what particular things they would like to achieve in the coming year
- Any other business

How Will I Know About a forthcoming AGM?

The AGM is called by the Secretary in writing or by email at least 14 days before the appointed date. Every member shall be sent a copy of the notice of the meeting. This will include the forthcoming Agenda, along with details of how to nominate and vote for committee members.

Electing the Committee

The Wymondham Players has a committee of up to ten people, including three Officers; Chair, Treasurer and Secretary. Any paid-up member can stand for the committee at the AGM.

How do I stand for Committee?

If you wish to stand for committee you will need to be nominated by another member. This person (the 'Proposer') then needs to complete a Nomination Form stating that they wish to nominate you, and for which role. You will need to sign the form as the 'Nominee' to say that you accept the nomination. If you would like to stand for committee but need support in being nominated, please contact a Committee Member.

We need to receive your nomination by the stated closing date. This is at least 7 days prior to the commencement of the forthcoming AGM/SGM.

On joining the Committee, members will be required to complete a trustee eligibility declaration form confirming eligibility as per the Charity Commission obligations. . **

Which positions can I stand for?

You can stand for four types of position (and there is nothing to stop you standing for more than one of them if you want):

- Chair: In overall charge of the group. To stand for chair you'll need to have some ideas about how to run the group.
- Treasurer: Manages the group's finances, keeps financial records and collects membership fees.
- Secretary: Manages the administration of the group, keeps records of meetings and membership.
- Ordinary Members (seven people): On the committee to undertake other tasks that are useful to the group that year, and help in a flexible way. Ordinary members might take charge of things like publicity, membership, and social events.

What happens to the nominations?

The names of all the candidates are normally available on the members page of our website one week before the forthcoming AGM/SGM so you know who you can vote for.

If you are unable to attend the meeting but wish to vote, you can do so by completing the Proxy Form stating who you wish to nominate to vote on your behalf. This must be brought to the AGM by your nominee. They will then cast your vote on your behalf.

How does the process work at the AGM?

If you are the only person standing for the particular post you have accepted a nomination for, then you will be automatically elected.

If there are more people putting themselves forward than there are places, a vote will be held. Each member may cast one only vote for each of the Officer positions. Members who cannot attend in person may vote by proxy. The election of Officers comes in the following order:

- Chair
- Treasurer
- Secretary

Ordinary Members; Members vote for up to seven candidates, putting them in order of preference. In the event of a tie-break we use the preferences to decide between candidates.

If there are vacant places on the management committee, the existing management committee members can elect new management committee members onto the board. This is done with a vote. This is known as co-opting people onto the board.

How soon does the new committee take over?

Not until the end of the AGM. This means that if we elect a new Chair during the meeting, the old Chair carries on until the meeting closes.

Is it considered impolite to stand against someone who is already doing a role?

It's not considered impolite to do this (although it's important to do it in a polite way, with respect for the other candidate). The main consideration in choosing our committee is who can do the best job for the whole group. If you feel you can, and are able to give some reasons why, then there's nothing to stop you standing.

**In addition to our Annual General Meetings, it may be necessary and appropriate to call a Special General Meeting at other times during the year. These guidelines are applicable to SGMs also.*

**** Trustee eligibility and responsibility** By completing and signing the eligibility form, you will be declaring that you:

- are willing to act as a trustee of Wymondham Players
- understand Wymondham Players purposes (objects) and rules set out in its governing document
- are not prevented from acting as a trustee because you: have an unspent conviction for an offence involving dishonesty or deception; are currently declared bankrupt (or subject to bankruptcy restrictions or an interim order); have an individual voluntary arrangement (IVA) to pay off debts with creditors; are disqualified from being a company director; are subject to an order made under section 429(2) of the Insolvency Act 1986; have previously been removed as a trustee by us, the Scottish charity regulator or the High Court due to misconduct or mismanagement; have been removed from management or control of any body under section 34(5)(e) of the Charities and Trustee Investment (Scotland) Act 2005 (or earlier legislation)