



Holding your YFC Annual General Meeting (AGM)... using digital media

An AGM is a formal meeting held once a year. It provides your trustees and/or officers with the opportunity to explain their management of your YFC to the members. It also offers the members an opportunity to ask questions before voting on business items on the agenda. **During situations such as the Coronavirus pandemic of 2020, the AGM meeting must still be held and it is suggested this is done via video conference (e.g Zoom, Microsoft Teams) and using online polling, such as [survey monkey](#) or [google forms](#).**

The club constitution will state when it must be held. This may be in a particular month or within a certain period after the end of the financial year. You must give at least one month's written notice to all members of the date, venue and time of an AGM, and it must be held within three months of the end of the YFC's financial year. **The meeting may have to be postponed in order that the Club Committee and Charity Trustees can make the special arrangements that will be required. But the meeting must be held as soon as it is reasonable practical to hold it (and the Club Committee must consider holding the meeting online).**

The following people should be given notice and invited to the AGM:

- The members
- The president, vice-president, club leader, associate members
- Advisory committee members
- The county member of staff or a nominated representative of the county federation.

The AGM must include **(this business must be conducted if the meeting is held online – this is the essential business – other business that the club often does at the AGM can be deferred to another occasion):**

- The adoption of the annual report and audited (or independently examined) statement of accounts
- The election of officers
- The election of auditors (election of person to audit or examine the club accounts)
- The presentation of the annual return of membership for the club year just ended
- The election of club leaders, advisory and president.

Elections should be carried out by secret ballot.

Sample notice of meeting

THE ANNUAL GENERAL MEETING of (club name) YOUNG FARMERS' CLUB will be held on (date) at (venue – **this may be a hyperlink to a video call**), commencing at (time). All members are requested to attend.

I look forward to seeing you.

Yours sincerely,
(Club secretary)

