



Preparing for a virtual YFC AGM...

Preparing for a virtual AGM will need extra planning to make sure it runs smoothly and meets the governance requirements.

Pre-meeting

1. The club committee should hold a discussion to determine:
 - a) who would like to stand for the club officer roles. As club officers are annually elected into their role, the clubs should consider:
 - Whether individuals (e.g the top table officers) wish to stand for another year
 - Whether there are any more members of membership age wishing to stand
 - What is in the best interest of the club.

(The club secretary should publish a final agenda 24hrs before the meeting which includes the names of all those members nominated to hold a position on behalf of the club.)
 - b) The annual subscription. The committee should consider the budget and the income and expenditure to estimate the costs of the hire of village hall, substance, trips/speakers, county levy, insurance, national levy etc. Contact your county office for up-to-date information regarding levy and insurance costs. The membership subscription and other income should cover this.
 - c) The logistics of the virtual meeting e.g
 - deciding the digital platform to use (Zoom, Microsoft Teams etc),
 - how the voting system will work. There are different options available. If you think the voting will be straight forward without a need for secret ballot this could take place during the online meeting. Those unable to attend can inform the secretary in advance of their vote. Alternatively if you know who is standing for each post, the secretary (or someone who has the time and is IT literate) should also prepare an online poll using tools such as SurveyMonkey or Google Forms and add all nominations to the poll and vote options of For, Against and Abstention for each position. The poll should close 2 hrs before the meeting and the president should have a copy of the results ready to make the announcements during the online meeting.
 - decide who will take responsibility for sending out/emailing the necessary paperwork, setting up the meeting and sending out joining instructions etc.
2. The club's annual accounts need finalising ready for adoption at the AGM. Charities with gross income of more than £25,000 in their financial year are required to have their accounts independently examined or audited. For those below £25,000 an external scrutiny of accounts is undertaken to safeguard the club's finances in line with good practice. The treasurer should prepare the accounts and where possible should either scan and digitally send them to be checked or post using courier or special delivery service. If this is not possible, the accounts can still be adopted at the AGM with external verification to follow.

