

Preparing for a virtual YFC AGM (cont') ...

3. The Club Chairman will need to write their annual report detailing the club's achievements over the last year. (please see 16 Sample YFC annual report)
4. 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.
5. Prior to the AGM the following should be emailed/sent to those invited:
 - agenda including those standing for club officer positions,
 - minutes of the last AGM,
 - annual report,
 - end of year accounts,
 - membership figures,
 - proposal for annual subscription,
 - instructions of how to join the virtual meeting. For those not able to join the meeting they should be advised to inform the secretary of any votes they wish to cast. The secretary should keep a log and anonymize the information before sharing at the meeting.
6. The Club Chairman should speak with the Club President to go through the agenda and the logistics of the meeting. It might be advisable to have a practice run with the virtual meeting app.

During the meeting

7. Whilst the President will chair the meeting the club chairman or vice chairman can help facilitate the meeting by ensuring that members able to join in and notice when someone wants to speak etc.
8. Minutes should be taken as normal and all decisions recorded.

After the meeting

9. Safe recruitment checks. You will need to work closely with the County office to ensure that you begin the safe recruitment process as part of the Safeguarding Young People and Adults at Risk Policy. Please refer to the 17. Appointing officers for more information taken from The Source.

