

# How to Run Successful Annual General Meetings (AGMs)



Effectively running an AGM ensures smooth facilitation of the meeting, allowing for effective decision-making, transparency, and active participation from members. A well-structured AGM not only supports compliance but also strengthens member engagement and organisational accountability.

These notes follow on from Macc's guidance: 'How to Plan Successful AGMs'.

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## During the AGM

To ensure a smooth AGM, the Charity Commission recommends the following best practises:

- All trustees and senior management should attend
  - Trustees should be seated facing the members
  - The Chair should not propose their own (re)election
  - Trustees should not propose or advocate resolutions in which they have an interest
  - The Chair should allocate time for members' questions
  - The Chair should clearly explain each resolution's effect and purpose before voting and state if the AGM's decision is binding on trustees
  - Members proposing resolutions should be allowed to circulate an explanation and supporting documents in advance
  - Proposers of resolutions should have the opportunity to address the meeting.
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## Minutes

Charities can make their AGM minutes public/ publicly available upon request, with the option to charge a reasonable fee to cover costs.

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# Running the meeting: How to lead an AGM

- Collect names and contact details of attendees, such as through a sign-in sheet
- May wish to introduce the current committee/board
- Assign someone to take minutes, especially for elections and any resolutions for changes to the constitution
- Decide and clearly explain the voting system in advance (e.g., show of hands or private ballot, first-past-the-post)
- Consider appointing a neutral person to count votes
- Prepare necessary materials (e.g., ballot papers, pens)
- Keep detailed records of nominations and votes, including proposers, seconders, vote counts, and those elected.

## Follow-up after the AGM

“Diligent follow-up and follow-through will set you apart from the crowd and communicate excellence”

— John C. Maxwell

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- Send out the minutes, **including assigned action points!!!**
- Update trustee/officer changes with the Charity Commission (and Companies House, where relevant)
- Upload financial records to the Charity Commission, Companies House (where relevant)
- Address any issues raised during the AGM and communicate progress to members
  - It's important to follow through on feedback to show members that their opinions are valued and acted upon
  - Communicate what you have done to address these actions

### Source Guidance

A These notes were prepared by experienced trustees and chairs for Macc, based on Charity Commission guidance. You can find the full Charity Commission guidance on AGMs and meetings [here](https://www.gov.uk/government/publications/charities-and-meetings-cc48/charities-and-meetings). (Charity Commission guidance website address: <https://www.gov.uk/government/publications/charities-and-meetings-cc48/charities-and-meetings>).

For questions and concerns,  
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