

Information Notes for the County AGM Representatives

What is a County AGM Representative?

Once every year WFYFC holds an Annual General Meeting [AGM]. Each Club has to send Representatives to make comments, suggestions and vote on items of discussion. Being a Representative means that YOU are representing your Club.

What is an Annual General Meeting?

As a registered charity, it is important that WFYFC holds an AGM each year, as stated in the County Constitution (the document written and signed when WFYFC started, stating the principles of how WFYFC is organised). The main business dealt with will be the appointment of the County Roles, e.g. County Chairman, County President etc, the presentation of the audited accounts and any other business that may be of relevance.

What do I have to do as a Representative?

As a County AGM Representative you have to:

- Attend the AGM, usually in November of each year. If you cannot it is polite and fair to let County know and send your apologies. You can do this by either letting your Chairperson know, or by phoning County Office direct on 01905 621616.
- Before the AGM you should:
 - ✓ Read the agenda and the minutes of the previous meeting
 - ✓ Note any items on the agenda that need Club members ideas, suggestions, decisions and note any items from the minutes that should have been discussed by Club members
 - ✓ If applicable, pass on YOUR Clubs ideas, suggestions and decisions at the Executive meeting, prior to the AGM, so that they can be discussed
- During the AGM you should:
 - ✓ Listen to what is said
 - ✓ Give a charity report informing others of your Clubs nominated charities, any fundraising events held and how much has been raised
 - ✓ Make a note of any decisions made and any things that need action or decisions from Club members before the next County meeting
- At the next Club meeting, you have to give a report. In the report you have to pass on the main points discussed and the decisions made at the AGM, concisely and clearly.

The Final Word

If you get stuck or just need some help or advice, no problem, just ask someone. Other than that:

Good Luck!

