

Annual General Body Meetings

It's time to hold the Annual General meeting in the Society. It is an annual event and a must for all Societies. August 14th is the last day for holding Annual General Meeting. The last date for such meetings can be further extended to not more than three months only with the permission of Registrar of Societies. The AGM is one opportunity when all members of the Society meet once a year to discuss various issues relating to the Society and therefore all members must attend the meeting. In this meeting, a member can raise a matter which is not on the agenda but which is permitted with the permission of the chair. If there is any accounting, Society related details are required; members can inspect books of account and give their questionnaire before the AGM.

Annual General Meeting Basics

The Annual General Meeting (AGM) of a Residential Complex is a yearly event held to discuss the major issues facing the society and to collectively reach a consensus on the best solutions possible. Ideally, the AGM should be held before August 14th of a year (or as mentioned in bylaws of your association). You can extend this date by not more than three months after getting the permission of the Registrar of Societies. In case the Registrar is not convinced about the reasons for the delay in holding the AGM, Registrar may appoint an authorised officer to conduct the AGM at the cost of the society.

Most of the topics discussed during the AGM will be related to policies, finances and the future course of action for the society. While any topic can be discussed in the AGM, certain topics like electing new members, appointment of auditors, any policy change regarding expense amounts, etc. can only be finalized during an AGM.

Checklist for Managing Committee Members

The Managing Committee has its role cut out for this event. All the Committee members should ideally be present for the meeting, with the President, Secretary and Treasurer

being the key members. If you're part of the Managing Committee, you could use the checklist below to make sure your AGM goes off smoothly:

- 1) Have an internal meeting of the Managing Committee to fix a date for the AGM. Make sure that it doesn't fall on a holiday or a long-weekend to ensure maximum participation from members.
- 2) Identify the venue for the meeting. (Take into account the space that will be needed to accommodate maximum participation.)
- 3) Circulate the notice to all members of the society least 21 days in advance.
- 4) Get the accounts audited and signed by the President, the Secretary and the Treasurer.
- 5) Identify the auditors to be appointed and their remuneration for the upcoming year.
- 6) Prepare of the Annual Report for the AGM. The annual report should contain the work done by the managing committee in the past year and the focus areas for the coming year.
- 7) Circulate the Annual Report to all members of the society.
- 8) Get minutes of last year's AGM and make a list of all the resolutions passed in last year's resolution.
- 9) Make a list of all documents that will be presented during the AGM.
- 10) Keep the book of Accounts ready for inspection by the members
- 11) Prepare for the questions given by the members.
- 12) The committee members also need to take care of administrative aspects such as printing extra copies of the Annual Report for the day of the meeting, ensuring enough chairs for the meeting, make catering arrangement if you plan to provide any refreshments during the meeting etc.

AGM and its preparation

- 1) To fix the date of AGM and agenda, there should be a managing committee meeting before AGM.
- 2) To check the completion of Audit.
- 3) Finalise Auditing and get signature of Chairman, Hon. Secretary and Treasurer.
- 4) Put notice clear 14 days before the meeting.
- 5) Send Annual Report to outside members by Registered AD / Certificate of Posting.
- 6) Prepare Annual Report of Working of Society for AGM.
- 7) Give Annual Report to Members.
- 8) Tell members to bring AGM Report in the meeting.
- 9) Keep some copies extra in the AGM.
- 10) Keep all last AGM Reports.
- 11) Contact Decorators for arrangement of meeting – Chair/table /Sound system etc.
- 12) Contact Caterers for Snacks and foods.
- 13) Check for last year Minutes of AGM.
- 14) Submit copies to Registrar office and get acknowledgement.
- 15) List all resolution of past AGM.
- 16) Keep list of Certificate of posting and Registered AD/ Service List
- 17) List of document to keep on AGM Table
- 18) Keep books of Account for the inspection by the Members.
- 19) To prepare reply, questionnaire given by the Members.