

How to prepare for your society's AGM

Know your society's financial year end



Check the date you chose for the year end. Has there been a change? [Check the register >>](#).
 Your society's accounts and annual return must be filed within seven months of this date

Preparing for your AGM It's a date!



Set a date early! Most society rules suggest the AGM should be held within six months of the year end.
 Prepare accounts and audit them if necessary. Ensure member registers are up to date. Don't have a members' register? Speak to us about our [handy template >>](#).

Five months before the AGM Open a board nomination process



If your society calls for nominations to the Board it is important to prepare this process early to ensure there is enough time to circulate candidate details to members.
 Don't have a process for this? Co-operatives UK can help. Email advice@uk.coop >>.

Four months before the AGM Consider AGM requirements



Prepare AGM papers including:

- Agenda
- Minutes of previous meeting;
- Annual accounts
- Anything further that should be sent out with the meeting notice

Confirm nominations received for election to the Board if these are to be circulated with the notice.