Annual General Meeting (AGM) Snapshot

This best practice snapshot explains what an AGM is, why it is important and the key steps involved for community volunteer led playgroups.

What is an AGM?

An Annual General Meeting (AGM) is a yearly meeting where your playgroup:

- Shares highlights and achievements from the past year
- Reviews financial information
- Elects the volunteer committee for the year ahead

In addition to the AGM, your playgroup can hold general meetings throughout the year to discuss day-to-day matters such as activities, special events, fundraising and spending decisions.

Your AGM should be held within six weeks of the end of the playgroup financial year.

(Please Note: Playgroup financial years run from **1st of October to 30th of September**).

Who should attend?

All playgroup members should be invited to attend your AGM. It is a wonderful opportunity for your playgroup community to gain insight and contribute to decisions relating to your playgroup, including financial management and activity/resource planning.

Meetings can be held wherever suits your playgroup members, including during a playgroup session, online, or at a café or member's home.

AGM Requirements

Quorum

A quorum is the minimum number of members required to make decisions at a meeting.

- For playgroups with one session: 3 members or 25% of the membership (whichever is less)
- For playgroups with multiple sessions: 4 members representing at least 60% of sessions

Volunteer Committee

It is recommended that every playgroup has a committee with three volunteer roles minimum, these can be Coordinator, Secretary and Treasurer. Each role has specific duties outlined in the Position Descriptions (please find this on the last page of this guide). However, roles and responsibilities can be flexible and adapted to meet the needs of your playgroup.

AGM Tasks

Before the AGM

Coordinator: Schedule the AGM within six weeks of 30 September.

Secretary: Write and send the AGM agenda at least two weeks before the meeting.

Treasurer: Prepare the Annual Financial Statement (AFS) showing the playgroup's financial position as at 30 September.

During the AGM

Coordinator: Chair the meeting and present Coordinators report – this can be verbal

Secretary: Record meeting minutes.

Treasurer: Present the AFS – this must be written

Other tasks: Elect the volunteer committee for the coming year

After the AGM

- Send the AGM minutes and AFS to Playgroup NSW.
- Update volunteer details by completing the **Playgroup Change Notification Form** here or emailing the new volunteer details to admin@playgroupnsw.org.au

Templates and Support

You can access templates for your playgroup's AGM, financial management and other playgroup resources on the Playgroup NSW Volunteer Resource Hub | Playgroup NSW

At Playgroup NSW, we are always happy to help! If you have any questions relating to your AGM or other aspects of your playgroup, please contact Playgroup NSW staff on:

Phone: 1800 171 882

Email: admin@playgroupnsw.org.au

VOLUNTEER COMMITTEE MEMBER POSITION DESCRIPTION

COORDINATOR	
Coordination	• Coordinate playgroup sessions including set-up, routines, pack down, rosters, excursions, speakers etc.
Communication	• Act as the main point of contact with PGNSW. • Model open communication and welcome all new attendees and members. • Pass on all relevant information to playgroup members (e.g. outings, meetings, policies and PGNSW correspondence.) • Act as a contact point for members needing information or support.
Safety and compliance	• Ensure safety of all attendees, including that venue is safe and all defects are reported.
Meetings	• Arrange and chair all meetings. • Ensure the Annual General Meeting is held within 6 weeks of the end of the financial year
Financial	• Act as a co-signatory to the bank account. • Review the Treasurer's books regularly.
SECRETARY	
Coordination	• Support the Playgroup Volunteer Committee with playgroup coordination and tasks.
Communication	• Write and receive correspondence. • Liaise with the owners of the playgroup premises as necessary. • Notify Playgroup NSW of any changes to Playgroup Volunteer Committee members.
Safety and compliance	• Ensure attendance is collected at each session. • Ensure all attendees are or become Playgroup NSW members • Ensure all relevant records are kept. • Arrange toy and equipment inventory to be done once a year and send to PGNSW
Meetings	• Provide an agenda at least two weeks before General Meetings and the Annual General Meeting. • Take minutes (or delegate a minute taker) at meetings and send a copy of minutes to PGNSW and all members.
Financial	• Act as a co-signatory to the bank account.
TREASURER	
Coordination	• Support the Playgroup Volunteer Committee with playgroup coordination and tasks.
Communication	• Keep the playgroup informed of its financial position.
Meetings	• Present the financials at all meetings • Present the reviewed financial statements to the AGM.
Financial	• Collect and bank all session fees and extra money by the next banking day, keeping an accurate record of income and expenditure • Ensure receipts are issued for all incoming monies or noted financial records with date, amount and from whom. • Present the financial records to the coordinator for signing each month or at each playgroup meeting. • Act as a co-signatory to the bank account. • Ensure all spending is approved • Send Annual Financial Statement to PGNSW showing the playgroup's financial position as of 30 September.