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| --- | --- | --- | --- |
| **Date** | **Task** | **Person/s Responsible** | **Completed** |
| **Mid Jul** | Create electronic folder for the AGM for the current yearCopy all relevant documents from previous year into current year. Review all documents to ensure they have the correct day/date/time noted. | **Admin** |  |
| **Mid Jul** | Prepare draft Invitation  | **Admin** |  |
| **Mid Jul** | **Venue**Book venue for AGM. This is usually the Discovery Hospitality Centre at the Portland Secondary College | **Admin** |  |
| **Mid Jul** | Set up zoom meeting for AGM | **Admin** |  |
| **Mid Jul** | Email AGM Guest List spreadsheet to CEO & Managers for review | **Admin** |  |
| **Mid Jul** | **Annual Report**Create template for Annual Report* Board Listing - (retired director end dates?)
* Management Reports
* Manager Photos
* Years of Service (check)
 | **Admin** |  |
| **Early Aug** | Organise a guest speaker or participant video stories | **CEO** |  |
| **Early Aug** | **Letter to Contributors**Send out letter to contributors. Contributors must have no less than 21 days’ notice of the AGM. Advise Finance Office that letters have been sent so invoices can be prepared & sent  | **Admin / Finance** |  |
| **Mid Aug** | **Annual Report**Commence annual report writing – reminder to managers to write their section, gather good photos for written report and for the slide show. | **Admin/ CEO/ Managers** |  |
| **Mid Aug** | Commence draft Running Sheet for AGM | **CEO** |  |
| **Mid/End Aug** | Email AGM Advert to Portland Observer | **Admin** |  |
| **Mid/End Aug** | Email Nomination Form (GF-05) to Board Directors who are due for re-nomination. The Election Listing doc can be found on the QMS (GF-05)The original signed form “Board of Directors Nomination is filed into the Board of Management folder in reception. Electronic copy to AGM folder. A draft Email to Board Directors can be found in the AGM Folder | **Admin** |  |
| **End of August**  | Send out Invitation to all staff (via email), Board Directors, Guests, Families, Participants & Support Coordination clients | **Admin** |  |
| **Start of September** | Source catering  | **Admin** |  |

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| **Start of September** | **Slideshow** Create photo slide presentations (x2)* for CEO speech
* 5 minutes presentation of participant activities, preferably with music
 | **Admin** |  |
| **1 week prior to AGM** | Annual Report to printers for printing |  |  |
| **1 week prior**  | Email Board Directors & Contributors Calendar Invite to AGM together with Annual Report, Previous Minutes & zoom link |  |  |
| **1 day prior to AGM** | Ensure Laptops / Conference Speaker are fully charged | **Admin** |  |
| **1 day prior or day of**  | Purchase milk, orange or apple juice, some soft drink, water (tea & coffee supplied by Discovery Hospitality Centre) | **Admin** |  |
| **Day of AGM** | Set up for AGM at around 2.00pm. Collect catering | **Admin** |  |
| **After AGM** | Prepare Minutes, draft to be sent to CEO & Board Chair | **Admin** |  |

**List of items needed for AGM:**

Kyeema banner

Pens

Voting Cards

List of Contributors

Attendance record forms (blank)

Apologies record form

Draft Minutes (blank)

Annual Reports & Agenda to hand out

Previous year’s minutes

Tablecloths

AV/IT items:

 2x Laptop

 Conference Speaker

 2x Power board + Extension Cables

 USB with AV materials

 Camera & Tripod