

# PROCESS FOR STAGE THEATRE SOCIETY ANNUAL GENERAL MEETINGS.

Like all voluntary groups and charities, here at Stage Theatre Society we have to make sure people know exactly what is happening and when. This helps us to comply with the charity rules and regulations, and keep everything transparent and open. This document outlines the processes for a successful annual general meeting at STS.

## **MEETING PERIOD.**

At Stage Theatre Society our financial year runs from June 1st until June 1<sup>st</sup> each year. We have therefore kept it simple and have the A.G.M before the end of June each year.

## **BEFORE THE MEETING**

4 weeks before the AGM commences, the society co-founders will invite each committee member as to whether they wish to carry on with the role. Should the person wish to do this, we will add their name to the proposed committee for the following year.

A letter of invitation will be sent to all of the current cast member's parents inviting them and the members to the AGM. This letter will also ask if anyone would wish to join the committee for STS for the year ahead.

If any additional people express an interest to join the committee, their names are added to the list and votes will be cast on the night of the AGM for the people to become committee members.

The co-founders will aim to fill all of the roles laid out in the STS constitution to make up that year's committee.

The secretary will also prepare an agenda for the AGM to comprise of the following topics.

- WELCOMES AND APOLOGIES
- CONFIRMATION OF PREVIOUS MINUTES FROM LAST COMMITTEE MEETING
- MATTERS ARISING
- END OF YEAR FINANCIAL REPORT
- CHAIRPERSONS SPEECH
- CO FOUNDERS 'WHAT WE HAVE ACHIEVED' SPEECH
- CO FOUNDERS 'THE YEAR AHEAD' SPEECH
- VOTING ON OF NEW COMMITTEE
- ANY ITEMS FROM CAST COUNCIL
- DATE OF NEXT MEETING
- CONFIRMATION OF COMMITTEE PERSONAL DETAILS
- CLOSE

The agenda is then emailed out to all committee members 1 week before the AGM meeting is due to take place - it is then advised that committee members bring this document with them to the meeting as it is their responsibility. The co-founder should then file this agenda in the electronic record of committee meetings folder, in a separate folder for the AGM.

### **MINUTE TAKING**

At an AGM meeting it is the responsibility of the secretary to take clear and accurate minutes of the meeting. These minutes are then emailed out to all committee members after the meeting along with any highlighted action points. It is the co-founders responsibility to file these minutes correctly dated in the electronic record of committee meetings folder, in the relevant AGM folder.

### **CONFIRMATION OF PREVIOUS MINUTES**

At an AGM meeting the minutes from the previous meeting need to be confirmed as being true and accurate. This is done by someone first and seconding it.

## **AFTER THE MEETING HAS TAKEN PLACE**

After the AGM meeting has taken place and the new committee have been elected, the following items need to happen.

- If the chair and vice chair have changed - the trustee details on the charity commission website need to be amended to this effect.
- The STS letterhead needs to be updated and emailed out to all the relevant people to replace the current.
- The website committee page needs to have the AGM information, current accounts and the trustee annual report added to it.
- The contact details for the committee need to all be brought up to date.
- New ID cards need to be created for any new committee members and helpers.
- If anything in the constitution has been changed, this needs to be sent to the charity commission and updated on our website.