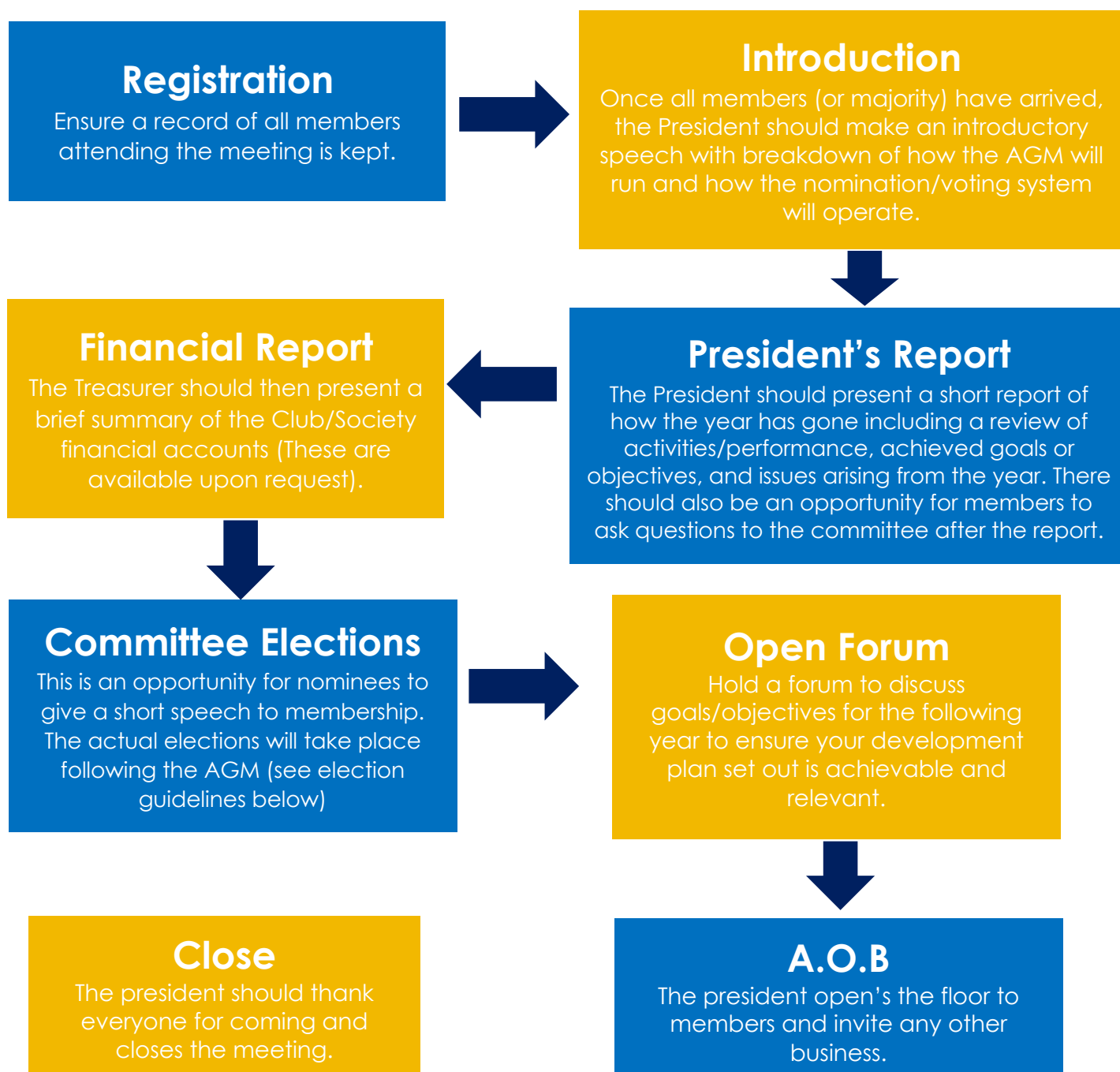


This factsheet is designed to help you through the process of running an on-line AGM and election for new committee members.

How to run Annual General Meeting:

1. Arrange a meeting via Zoom, Meet or another platform that can host meetings digitally. Inform other club/society members of the time & date.
2. Share the meeting link with members only (those who have paid for membership).
3. Make a list of those who are attending and arrange for the secretary to complete the minutes of the meeting. These are to be sent to the SU as an official record of the meeting. Alternatively, you can record the meeting on Zoom and this can be sent in place of minutes.

A brief outline of the order in which your AGM should be run.





Election Guidelines:

1. Notify your members you are looking to handover your Activities Club and that you are required to elect a new committee for the following academic year. Ask people to put themselves forward to stand an election prior to the AGM. Provide a short job description for each committee role. Current committee members can re-run if they are a UoC student the following academic year.
2. During the AGM, those that have put themselves forward should provide a short speech on why they would be most suited for the position and what their objectives for the following year are.
3. You can then create an anonymous voting system using Microsoft Forms (using university email addresses), Google forms (requires a google account), survey monkey etc. Include RON (re-open nominations). Get all paid members to vote online following the close of the AGM. Ensure you enforce a deadline for voting to close, and this is clearly communicated.
4. If only one person is running for a committee position, then they must still be voted into the position with RON as the other candidate.

You need to ensure that this is a fair election.

When the new committee has been voted please ensure you keep a record of the number of votes each candidate received. This will need to be submitted to the UCSU along with your AGM minutes.

It is important you inform all nominees of the outcome first, after which you can post the results on your private Facebook groups. But please do this sensitively and thank all members for standing for positions.

We encourage the old and new committee members to arrange a group call to share your experiences and pass on any useful information on how to run the Club. New committee members **MUST** complete the SU Activities Handover pack prior to the prescribed deadline, failing to complete this paperwork will result in the club being discontinued.

Please send your Handover document to your relevant SU staff contact (see below), along with your AGM minutes and completed election results.

Once you have a new committee, please get them to contact the SU Activities team and to arrange an online meeting/call to discuss your plans for the next academic year.

Sports and Activities Manager- Adam Sewell - a.sewell@chi.ac.uk

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Activities & Fundraising Coordinator – Qurry Ansell – q.ansell@chi.ac.uk