



## Preparing for an Annual General Meeting Area Councils and Regional Committees

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### **30-60 days prior**

- Have you secured two members who will perform your financial review in accordance with the Region's financial reporting procedures? (See document entitled "BC Region AC & RC Funding and Reporting Procedures")
- Have you received all bank statements for the previous fiscal year?
- Has the treasurer performed the account reconciliation for the previous year and prepared the financial statements in accordance with the Region's financial reporting procedures?
- Have you met with your Executive to review the financial statements and prepare a preliminary budget for the next fiscal year?
- Have you checked the Area Council/Regional Committee by-laws regarding the timelines required for providing notice of the AGM to the membership?
- Have you secured the date/location/time for your AGM (in accordance with the by-laws) and provided location details to the REVP Office?
- Has notice been sent out to the membership including:
  - A call for nominations
  - An agenda for the AGM
  - A copy of the previous AGM minutes for approval
  - A copy of the draft financial statements
  - A copy of the draft budget
- Have you contacted the REVP Office to have the meeting posted in the events calendar and to have the AGM details included in the regional newsletter?
- Have you invited any special guests that you'd like present at the AGM (REVP, BC Regional Council Coordinator(s) for your Committee/Area Council, National Officers, staff, bargaining team members, etc.)?

### **<30 days prior**

- Has the financial review been completed by two members and have you received the signed paperwork from the reviewers confirming that the financials are in order?

- Are there any accessibility accommodation requests from attendees that need to be addressed for your AGM? If so, have you spoken to staff about this and sourced the appropriate resources/supports?
- Do you need to set up a conference call line for your AGM? If so, have you booked the line through the REVP office?
- Have you sent a reminder to the membership regarding the AGM?
- Have you made your catering/refreshment arrangements?
- Do you have any IT/equipment needs for your AGM? If so, have you made arrangements to ensure any required equipment is in place for the meeting?
- Do you have current copies of the following (which you will need to bring to the AGM):
  - By-laws for the Committee/Area Council
  - PSAC BC Regional By-Laws and Regulations
  - PSAC Constitution
  - PSAC anti-harassment policy and scent-free policy
- Do you have a sign-in sheet ready for the meeting (where attendees can list their name, email address, Local/Branch they're representing)?
- Have you reviewed the quorum requirements as outlined in the Area Council or Regional Committee by-Laws?
- Have you reviewed the voting procedures for conducting the Executive elections (found in Regulation 12 of the PSAC Constitution)?
- Do you have the required supplies (ballots, ballot box and voting screens) for the Executive elections at the AGM?

### **After the AGM**

- Have you advised the REVP Office the election result and outcomes of the AGM?
- Have you connected with the new Executive members to:
  - plan your next Executive meeting and general meeting dates,
  - discuss plans for the coming year,
  - debriefed any issues or concerns raised at the AGM and any methods for addressing them going forward?
- Within 30 days of the meeting, have you submitted draft minutes for the AGM to the REVP Office (which are to be formally approved at your next AGM)?
- Have you submitted your approved financials and approved budget to the REVP Office in accordance with the Region's financial reporting procedures by the reporting deadline?