

YOUR AGM – A CHECKLIST FOR DISTRICT SUPPORT TEAM/SUPPORT GROUPS (DST/SG)

Was your last Annual General Meeting a successful event? If you were a visitor would YOU have wanted to come again??

Now is the time to reflect on the event and make plans for the next one. Discuss this questionnaire at your District Support Team/Support Group meetings.

		YES	NO	COMMENTS
1	Did you prepare a guest list?			
2	Does the invitation encourage attendance?			
3	Did you send parents invitations and follow up with a reminder if no reply received?			
4	Were the guests, patron and parents welcomed?			
5	Were other organisations invited eg Scout Leaders, clergy, school, local council, Politicians?			
6	Did you invite Guide Ambassadors, Development Coordinator, Region Manager, neighbouring District Managers, Region Team members, Trefoil Guild?			
7	If not is there any reason why?			
8	Did all the Leaders present their reports standing out the front wearing correct uniform? And/or with the Guides			
9	Was someone asked before the meeting to adopt the reports, perhaps the patron or a visitor or Region/Division Manager.			
10	Did you have a guest speaker?			
11	Was this information on your invitation?			
12	Was he/she properly introduced? i.e. correct name and position and a little bit of information on the person or the group?			
13	Did someone propose a vote of thanks and/or present some flowers or a gift?			
14	Were photos of events or crafts made by the girls on display?			
15	Did you use any PR posters or any other resources to add to the interest of the parents and guests?			
16	Were all positions on the committee filled prior to the meeting?			
17	Appointments made – Auditor / Patron ?			
18	Were the quorum and members subscription announced?			
19	Was supper or food served to guests?			
20	Annual Report form completed			

If you answered YES to all of the questions **BRAVO!!**

Now is the time for action – plan for next year now – improvement can be achieved with planning!

From Sue Carr 2011

Just How Popular is Your AGM?

Is there standing room only?

Do you get more yes's than apologies?

NO?

Then perhaps the following ideas might help for next time...



- Dinner served by the Guides with AGM in between courses,
- Ask the Guides to run it
- Have a formal supper/ high tea and have the Guides cater
- Have an international supper and activities
- Cook supper on buddy burners or in a cardboard box
- Have a party to celebrate the AGM
- Ask the council to present awards for involvement in the community eg Hostessing at council ceremonies.
- Invite a guest speaker or ask one of the Guides
- Make it a presentation night for Guides and parent helpers and leaders.
- Make the meeting the same night as your fundraiser pick up night
- Get all the units involved
- Cook the supper
- Sausage sizzle first then AGM,
- Decorate the meeting place with work completed by the girls; eg charts, photos, badge work, camp gadgets; miniature tents – ask the girls – they will have great ideas
- Have the girls present the Unit report in an interesting format – eg power point presentation with photos of what they have been doing in the past year
- A Promise Ceremony before or after the AGM,
- A Junior BP or BP Award presentation, the AGM and then a party complete with cake cutting
- Indoor or out door campfire with AGM bits after a couple of songs then more AGM then songs - only brief report from Units,
- Bare foot bowling at the local Bowling Club with the AGM held just before supper is served
- Have an unusual Guest Speaker; eg; Wires, complete with animals; International Traveller just back from one of the World Centres (or all of them); the girls who went to the last State or National Jamboree (complete with photos, badges etc)
- As long as the Treasurer's report is presented and the Office bearers elected - that is the AGM must – the format can be anything that draws the parents and community through the door.

Start planning for next year's AGM now.

Reports

Use different and exciting ways to present the summarised report, have written reports on the chairs for the parents and visitors to read later.

- The Guides from the unit do their reports
- Use power point
- Mime
- Stores of their favourite activity
- Skit
- Photos
- Spell out the District and give a highlight for each letter

For example:

C	Clean up Australia
O	Outdoors
N	Nature hunt at camp
C	Clean up the hall
O	Overnight stay at the hall
R	Rain and things to do at camp in it
D	Dolphin games at Tingira