

Annual General Meeting Template Critical Path							
Status	Task	Timeline	Requirement *will be based on your bylaws	Target Completion Date	Lead	Links	Notes
	Proxy system in place		e.g. 45 Days Prior				Need to ensure clear instructions for members, system in place for using and tracking proxies: Proxy form created.
	List of members in good standing as of, and including (45 days prior to AGM)	To be approved by the Board	e.g. 45 Days Prior				Need to have the total # of members as part of determining quorum (10% of members); part of AGM script; have list at AGM. They have to be "in good standing" e.g. membership dues paid in full.
	Set up registration page in your webinar registration platform		1 month				
	AGM invitation to members; "Save the Date"		4 weeks prior				This should include proxy information
	Meeting with Executive Committee to review agenda and event roll out		4 weeks prior				Review with Board Chair
	Annual Report		2-3 Weeks prior				Electronic version
	Prepare slate of Directors		Board of Directors Meeting				Slate of ___ board members for AGM; bios ready
	Reminder notice to members of AGM	Officially 10 days written notice.	MUST BE SENT 10 Days Prior (in writing; email suffices)				Email to be sent to all members in good standing; email to include agenda, proxy forms and instructions
	AGM package (Sent prior!)	AGM package: email to members who can vote with agenda, minutes from previous AGM and proxy information (goes to all members + those who have registered (in case there are different emails)	2-3 Weeks prior; audit cannot be sent until board approval				Package should include: proxy form from by-laws, agenda, minutes, board bios, login details, annual report (if completed) and financial statements
	Auditor's Report (Sent Prior!)	To be distributed to members with AGM package (goes to all members + those who have registered (in case there are different emails)	MUST BE SENT BEFORE AGM: Following Board approval				
	Slide Deck for AGM and detailed Script, minutes		2-3 Weeks prior				
	Ensure we have quorum for AGM		5 Days Prior				
	Prep for Day of AGM		Day of				
	Day of AGM		Day of				
	Minutes of AGM	Minutes to be finalized but are not distributed. Will be a motion for members at AGM	Day of				
	Send annual report and Financial statements to all members	Day of/after AGM	ASAP after AGM				
	Add audit and annual report to website, include in e-newsletter	Post AGM					
	Board accepts AGM minutes	Board meeting following the AGM	Minutes prepared				
	File appropriate documentation to Canada Revenue Agency or other required entities	Post AGM					