

Preparing for Your Club AGM

After the Winter/Summer Season



Are you nearing the end of your season? The next few months are a good time to prepare for the AGM and next season. Here are some ideas your club can implement once the season is finished to show members that the club leaders are thinking ahead.

1. Promote the successes of the winter/summer season. Create a colourful and snappy 'highlights' sheet for sending out to your members and posting on your website, Facebook or other communication portal you use.
2. Compile an Annual Report for club; include a note from President, Treasurer and a quick one paragraph from all your teams. Maybe an acknowledgement of long-time members who have passed on. Thanks and acknowledgement to volunteers. Anything highlighting successes of your club and its people. This helps keep a good record of the club for the future. Include some photos if printing allows it and thank those sponsors and funders that supported the club with sponsorship and grants. This can be posted on your website and given out at the AGM.
3. Thank the coaches, managers, club committee, and other volunteers both publicly and personally. For example, acknowledgment at prizegivings, in newsletter highlights, in annual report or a letter. Ask if they are thinking about returning for the following season. Ask for feedback.
4. Make personal approaches to people to join the committee, or a subcommittee or a project team for the next season.
5. Encourage members to return next season. Send out a member's newsletter thanking them for their participation and outline any events over the off season and pre-season next year.
6. Try a survey of current members either at your prizegiving or online. Ask members three questions:
 - What did the club do well?
 - What did the club do that could be improved?
 - What is the club not doing and should be doing?
7. Prepare a budget for next year, so that a forecast of expenditure and income can be presented to the AGM. This may help any discussion on whether club membership fees should increase. But may be limited to the governing body timing of their release of next season's membership.
8. Have a season debrief with the club management committee before the AGM. Did the goals of the year get achieved? What goals should be set for next season and what budget is required to achieve this? Will they be returning for the next year?

