Annual Meeting Checklist

3 Months In Advance of Meeting

• Refer to by laws and check that all commitments are being met
• Appoint ad hoc committees to:
  o Recruit board member for vacancies
  o Annual Meeting Planning
• Voting procedures established, i.e. distributing and counting ballots, announcing results, determining members in good standing, etc.

2 months in Advance of Meeting

• Finance Committee meets to plan the Budget and presents to the Board for approval
• Annual Meeting Committee develops an Action Plan and sets date, pending approval by the board; the board amends plan, as needed, and approves the plan.
• Send out notice; not more than 60 and not less than 30 days in advance
  o Cover letter with time, date, location and any instructions
  o Agenda
  o Minutes from last membership meeting for approval
  o Year-to-date financials
  o Ballot (if used)
• Committee reports prepared
• Meeting space reserved
• Guest speaker booked (if necessary)
• Directors and committee chairs are all clear about roles at the meeting
• Activities planned
• Food
• Celebration/awards ceremony planned

Tips:

• Have a mixer activity toward the beginning, some entertainment and make it fun!
• Celebrating small successes reinforces positive behavior
• Run business portion efficiently; if there are controversial items, have member discussion nights beforehand to avoid lengthy discussions at the Annual Meeting.