

AGM OVERVIEW

The Annual General Meeting (AGM) is the most important meeting in your housing co-op calendar. It is the members' main opportunity to hear from the board and auditor, receive an overview of the co-op's financial situation, and elect new directors to the board.

The business and timing of the AGM is set out in the *Cooperative Association Act* and in your Rules. The required business is:

- the auditor's report and presentation of the year-end financial statements
- appointment of the auditor
- report from the Directors [and committees, depending on your Rules]
- a board election

Be cautious about placing a lot of other business on your AGM agenda. In most cases, the required business is enough to fill the evening and leave some time for members to socialize. If you think there will be time, consider providing some education.

The AGM notice of meeting is an official document. The notice must set out the general nature of the business to be considered. Your co-op Rules set out when and how to issue an AGM notice (see Rules 14.8, 26.4 and 26.1). The minimum notice period is usually 14 days, but may be longer - check your Rules. Here is a [sample AGM notice](#).

Keep the notice of meeting separate from the agenda. The agenda can follow the notice and be included in the AGM package. See sample AGM notice - link. Here is a [sample AGM agenda](#). Committee reports sometimes take up a lot of agenda time. You will find some options in the [AGM Agenda Key](#) to better manage this.

The audited financial statements must be provided to members in advance of the meeting. It is helpful to include the statements in the AGM package, which should be distributed at least 3 to 5 days before the AGM to give members adequate time to review the information.

Electing directors is the members' most important job, and the work needed to hold elections that give members a real choice begins well before the AGM. Our election toolkit provides tools for recruitment of new directors which should begin months before the AGM.

Check out the election toolkit online. It lists the materials you will need for the election and it provides samples of useful election documents.

Make sure your AGM minutes accurately reflect what happened at the meeting including your election process and results. Here is a [sample set of AGM minutes](#).

Following your AGM, submit your annual report to the Registrar and update your co-op's Register of Directors.