

1. AGM Quick Checklist

If you're confident running your club's AGM and just need a quick refresher, check out the quick checklist below. If you're new to AGMs or want to make sure you have all the right information, head to Section 5 for a comprehensive step-by-step guide.

6 Weeks Before AGM

- ☐ Identify potential Club leaders – continuing execs or enthusiastic members
- ☐ Review Club Constitution
 - ☐ Check aims/objectives are current
 - ☐ Review Executive eligibility criteria
 - ☐ Confirm academic program codes (if applicable)
 - ☐ Confirm use of latest RUSU model constitution

4–5 Weeks Before AGM

- ☐ Discuss AGM date and venue with Executive team
- ☐ Submit room booking (if in-person) or set up Teams meeting (if online)
- ☐ Appoint Returning Officer (RO)
- ☐ Decide how to collect nominations (RUSU template form, Email, other method)
- ☐ Discuss AGM roles
 - ☐ Chairperson
 - ☐ Minute taker
 - ☐ Presenting reports
- ☐ Register AGM with RUSU via AGM booking form
- ☐ Submit ERMA form (if required)

2–4 Weeks Before AGM

- ☐ Receive RUSU AGM confirmation email
- ☐ Announce AGM to members
 - ☐ Share nomination link with members
- ☐ Open nominations for Executive roles
- ☐ Close membership sign-up form
- ☐ Prepare reports
 - ☐ General Report
 - ☐ Finance Report
- ☐ Prepare AGM Agenda and Minutes template

1 Week Before AGM

- ☐ Review nominations for all positions
 - ☐ Promote any vacant positions (if necessary)
- ☐ Test tech/check room setup
- ☐ Print attendance sheets and ballot forms (if necessary)

2 Days Before AGM

- ☐ Close the nomination form
- ☐ Confirm final candidates with RO
- ☐ Email reminder to all members
 - ☐ Include agenda
 - ☐ Candidate poster
 - ☐ Reports

- ☐ Voting Rules
- ☐ Meeting link/location details

On AGM Day

- ☐ Arrive early and set up
- ☐ Met quorum
- ☐ Run AGM following agenda
 - ☐ Present reports
 - ☐ Hold elections
 - ☐ Record accurate minutes
 - ☐ Collect attendance

After the AGM

- ☐ Complete Onboarding Form
 - ☐ Upload AGM minutes, reports, updated Constitution
- ☐ Complete Club Leadership Details Form
- ☐ Your dedicated Clubs Officer reaches out for handover support
 - ☐ Update club access (email, Teams, Rubric)
 - ☐ Reopen memberships
 - ☐ Apply for club funding (if needed)