

TAKING
YOUR
AGM
TO
THE
NEXT
LEVEL

“TAKE RISKS IN YOUR LIFE. IF YOU WIN, YOU CAN LEAD! IF YOU LOSE, YOU CAN GUIDE.”
SWAMI VIVEKANANDA

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WHAT IS AN ANNUAL GENERAL MEETING?

An Annual General Meeting gives your committee an opportunity to showcase all the great things taken place over the year. This can be from weekly aarti sessions to flagship events. This gives the opportunity for many to discuss and evaluate what went well, and what improvements can be made for next year.



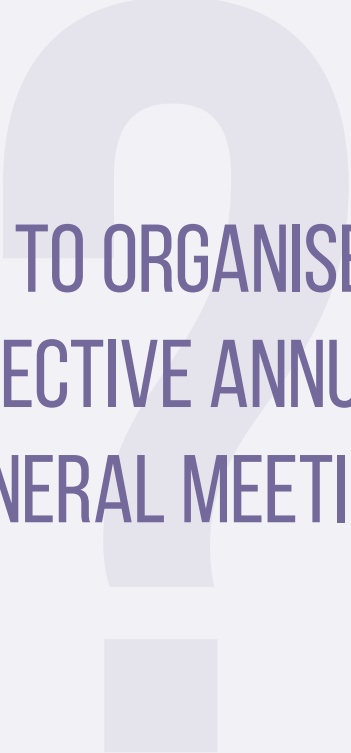


WHY DO WE HAVE AN ANNUAL GENERAL MEETING?

The main purpose of an Annual General Meeting is:

- To allow your members to hear reports from the committee on the achievements and work of your group over the year
 - To discuss points of improvement
- To elect a new committee for the next year
- To make any changes to the committee





HOW TO ORGANISE AN EFFECTIVE ANNUAL GENERAL MEETING



HOW TO ORGANISE AN EFFECTIVE ANNUAL GENERAL MEETING

7 Key Steps to Organising an Effective AGM

1. Pick a date
2. Book a venue which is appropriate for all (2/3 months in advance)
3. Think about the health and safety of your members. For example, are there any hazards that need to be taken care of? Are there fire exits?
4. Decide on what content is to be discussed at the AGM event
5. Start planning and designing posters for the AGM (2/3 months in advance)
6. Decide on what refreshments you want to provide
7. Invite all members and friends through either:
 - a. Creating a Facebook event page/other social media networks
 - b. Sending personal invitations

What Really Happens at an AGM?

An Annual General Meeting is designed to overlook all the accounts and events that have taken place in the year. This is an opportunity for everyone to discuss what went well, what funds were raised, and what should be done next year for growth.

- The outgoing President will give a speech
- A video or presentation will be delivered - images and videos taken throughout the year
- A brief overview of how the committee can be improved for the next following year
- A new committee is elected
- The new President may give a speech

HOW TO ORGANISE AN EFFECTIVE ANNUAL GENERAL MEETING

There are 3 ways a new committee can be elected:

Option A:

1. All candidates deliver a speech
2. Members are open to ask a series of questions
3. Vote on who is appropriate for the role
4. Votes are collected
5. New committee is announced

ADVANTAGES	DISADVANTAGES
<p>Candidates are asked questions which the audience feel are important</p> <p>Candidates are given the opportunity to inform the audience of their vision</p> <p>Quick and easy way to elect a committee</p> <p>The audience are in control</p>	<p>Can be unfair due to popularity</p> <p>Views and perspectives may be different from each individual</p> <p>Lack of attention to recruitment processes</p>

Option B:

1. An online application is made
2. Successful candidates are invited to an interview with the President and the current committee member in that position e.g. someone applying for Events Coordinator; the President and current Events Coordinator will conduct the interview
3. New committee is elected

ADVANTAGES	DISADVANTAGES
<p>You can speak to each person applying separately and understand their vision</p> <p>Gives each candidate to express their passion regarding their role</p> <p>Good recruitment process followed</p>	<p>Long process / time consuming</p> <p>Lack of audience choice</p> <p>New committee could be elected based on favouritism</p>

HOW TO ORGANISE AN EFFECTIVE ANNUAL GENERAL MEETING

Option C: Combine Option A and B Together

1. An online application
2. Successful candidates are invited to an interview with the President or Vice-President
3. Shortlisted candidates are offered a telephone interview with the relevant role committee member
4. Successful candidates are told to present a speech at the AGM where the audience will ask a series of questions
5. Audience will vote on new committee
6. Votes are collected
7. New committee is announced

ADVANTAGES	DISADVANTAGES
<p>Allows candidates to ask questions to the relevant role member</p> <p>Allow the audience to have a choice</p> <p>Gives each candidate to express their passion regarding their role</p> <p>Both the current committee and audience have the opportunity to have a say in who is elected</p>	<p>It is a long process</p> <p>Can be stressful</p> <p>New committee could be elected based on favouritism</p>



RECRUITMENT QUESTIONS AND SKILLS REQUIRED FOR EACH ROLE



RECRUITMENT QUESTIONS AND SKILLS REQUIRED FOR EACH ROLE

President or Vice-President

1. What is your vision for our NHSF Hindu Society?
2. Why are you applying for President?
3. Being a President is difficult and organisation is key. How would you ensure all committee work is done effectively, whilst dealing with your studies?
4. How will you assist your committee?
5. What does NHSF mean to you?

Set of skills required to be an effective President or Vice-Presidents

- Excellent leadership skills
- Ability to deal with different people
- Ability to define problems and present possible solutions
- A good public speaker
- Have working knowledge of the Hindu Dharma and its basic philosophy
- Have a positive attitude
- Strong decision-maker

General Secretary

1. Time management is key for a General Secretary. How would you plan to manage being on a committee alongside your studies?
2. If there is a conflict between two committee members, how would you manage that?
3. What are your strengths and weaknesses?
4. General Secretaries are responsible for taking minutes and organising committee meetings. How would you ensure that meetings are run efficiently?
5. How would you ensure everyone's thoughts are heard equally in a committee?

Set of skills required to be an effective General Secretary

- The ability to correspond using strong grammar and spelling skills
- The ability to effectively present information and respond to questions from members and the general public
- The ability to define problems, collect data, establish facts, draw valid conclusions and implement solutions
- The ability to facilitate collaboration within the committee

RECRUITMENT QUESTIONS AND SKILLS REQUIRED FOR EACH ROLE

Treasurer

1. How do you plan to manage your society's accounts?
2. What skills do you have that would enable you to be a good Treasurer?
3. The position is about trust. How are you going to make the President or the whole committee to trust you with money?
4. What are the key challenges for a Treasurer?
5. Describe yourself in 3 words

Skills required to be an effective treasurer

- Excellent cash-handling skills
- Set aside regular and specific periods of time for your work when you are unlikely to be interrupted, to update and check the books
- Keep a careful record of all cash, cheques and other financial transactions
- Have good oral and written communication skills
- Be willing to learn new skills and ask for help when you need it

Events Coordinator

1. What is your experience in organising mass events?
2. Which event has inspired you this past year?
3. Why do you want to be the Events Coordinator?
4. What is the most important aspect when planning for an event?
5. What new events do you intend to introduce for the next year?

Skills Required to be an effective events coordinator

- Excellent time management skills
- A positive and can-do attitude to everything
- Excellent oral and written communication skills
- Excellent organisation skills
- Close attention to logistics
- The ability to carry out a number of tasks at the same time
- A creative approach to problem-solving
- Ability to take criticism
- A high level of attention to detail
- The ability to work under pressure and meet tight deadlines
- Good negotiation, sales and marketing skills



RECRUITMENT QUESTIONS AND SKILLS REQUIRED FOR EACH ROLE

Web and Design Coordinators

1. What does DNS stand for and why we need it?
2. Why is SSL necessary for a secure website?
3. What design skills can you bring to our society?
4. Why is good design important, and how can it influence the way we interact with our members?
5. What is wrong with our current standard of design, and how can you improve on it?

Skills required to be an effective Web and Design Coordinator

- Strong creative skills
- The ability to pay attention to detail
- Good problem-solving skills and a logical approach to work
- The ability to explain technical matters clearly
- The ability to work to deadlines
- The ability to know who your audience is

Sports Coordinators

1. What motivated and inspired you to apply for the role of a Sports Coordinator?
2. What key skills do you think you have that would make you a good Sports Coordinator?
3. What do you think makes an ideal sports coordinator?
4. What experiences do you have in organising a sports event?
5. What new ideas do you have that you can bring into the committee?

Skills required to be an effective Sports Coordinator

- Makes sure there is a wide range of sports in the society
- Makes sure rooms/halls/pitches are booked for each sports event
- Determine how best to run each sports activity in terms of venue, cost and content
- Excellent time management skills
- Good communication skills with all team members
- Responsible for making sure things get done
- Have weekly, or at least regular, practices where possible

RECRUITMENT QUESTIONS AND SKILLS REQUIRED FOR EACH ROLE

Sanskaar Coordinator

1. What are the benefits of yoga and meditation on campus?
2. How are sanskaar and sewa related?
3. How important is it for Hindus to read scriptures to be a Hindu?
4. How do you include Hindu Dharma in your daily life?
5. What is your idea of sanskaars and why it is important to include them within every aspect of Hindu Society?

Skills required to be an effective Sanskaar Coordinator

- Up-to-date knowledge about Hindu Dharma
- Ability to answer questions with confidence
- Excellent public speaking skills
- Have creative ideas to attract more people to the weekly aarti sessions
- Have attention to detail

Public Relations Coordinator

1. What experience do you have in Public Relations?
2. How would you improve Public Relations for the society?
3. What is your experience on using social media for Public Relations?
4. Write or tell us a creative tweet for the society
5. What has inspired you to apply for the role of a Public Relations Coordinator?

Skills required to be an effective Public Relations Coordinator

- Good communication skills (both oral and written)
- Research skills
- International mindset
- Ability to pick your audience
- Creative thinking
- Flexibility
- Effective team player