**The Annual General Meeting**

This meeting must be held every year in the life of a Club. Many Clubs arrange a social attraction along with their General Meeting and find this guarantees a good attendance.

Suggestions for a notice and an agenda are set out below:

**A Suggested Notice**

*(Heading and date of issue)*

1 Notice is hereby given that the Annual General Meeting of the …. Flower Club be held at ….. (venue) on …(date) at …. (time) to elect the Officers and Committee and to pass the accounts.

2 Elections – insert here the details conforming with the Club’s Constitution. Nominations for …… giving names and addresses, should be in writing and sent to the Secretary not later than ……

*The consent of the nominees must be obtained before submitting their names*

3 Any Committee member wishing to resign, or not seeking re-election, should inform the Secretary in writing.

4 If a Club member wishes to raise any matter, other than the business of the meeting, due notice must be given in writing to the Secretary.

**Note:** The notice and agenda for this meeting should go out at least **one month** before the actual date of the meeting or at a period of notice laid down in the constitution.

# Suggested Agenda

*Name of Club, date, time and venue to be given*

1 Apologies for absence

2 Confirmation of the minutes of the Annual General Meeting held on ……

*This item will not, of course, appear on the first AGM agenda*

3 Matters arising

4 Chairman’s report

5 Secretary’s report

6 Treasurer’s report and presentation and adoption of audited accounts

7 Appointment of Auditor

8 Programme Secretary’s report

9 Resignations

10 Election of:

* Officers
* Main committee
* Show committee

11 Constitution - ratification of any

amendment

12 Any other business

**NAFAS**

**Osborne House**

**12 Devonshire Square**

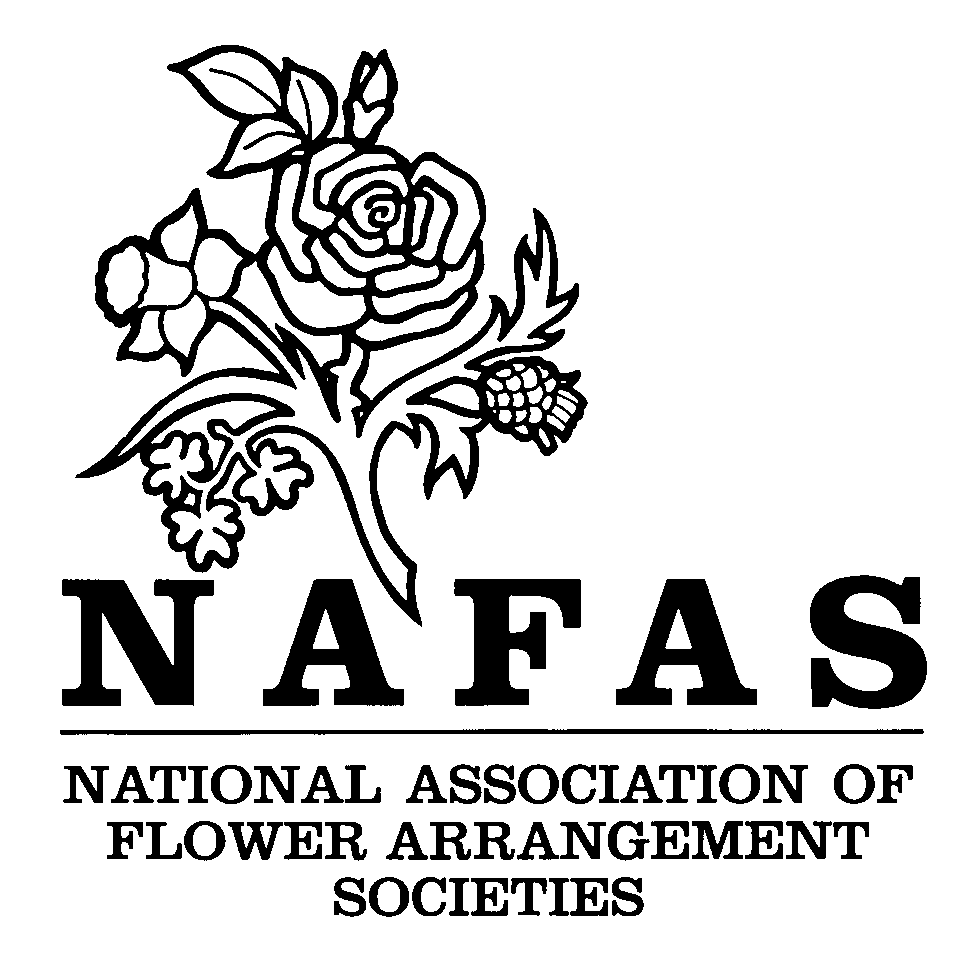
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**ORGANISING A FLOWER CLUB**

**The Inaugural Meeting**

**The First Committee Meeting**

**The Annual General Meeting**

***2 of 3***

**The Inaugural Meeting**

The following steps should be taken:

**Before the Meeting**

1 Book a hall and ascertain whether there are any regulations governing its hire, in particular Health & Safety.

2 Ask an experienced person to take the chair at this meeting. An Area representative is usually willing to do this if invited and would also speak on NAFAS.

3 Invite all the people known to be interested.

4 Arrange for a short flower arranging demonstration by a NAFAS qualified demonstrator. This is always a great attraction.

5 Draw up a careful agenda; this is most important.

6 Give some preliminary thought to dates, times, venue, membership subscriptions and the name of the Club.

7 Arrange for a temporary secretary to record the proceedings and for a temporary treasurer to take subscriptions.

8 Make provisional arrangements at a bank for an account to be opened.

**At the Meeting**

The main purpose of the meeting is to form the Club and appoint a caretaker committee to run it until the first general meeting.

# Appoint a Committee

It is important that Committee members should be prepared to work hard, although at this stage they have only caretaker status.

Appoint the Chairman of the Club and other Officers

A Chairman may be elected at the Inaugural Meeting, or if so agreed, at the first Committee meeting, when Committee members may elect one of their number to the Chair. It is also preferable that the Secretary and Treasurer be elected then, rather than at the Inaugural Meeting.

**The First Committee Meeting**

The first Committee meeting of the Club should take place as soon as possible after the Inaugural Meeting. An agenda of the business of the meeting should be drawn up in advance and sent to all members of the Committee. The agenda should cover the following:

1 Any items shown on the suggested agenda for the inaugural meeting and not dealt with at that meeting

2 Constitution (The regulations governing the conduct of the Club)

3 Election of Chairman

4 Election of Vice Chairman

5 Election of Secretary

6 Election of Treasurer

7 Programme (A Programme Secretary may be appointed for this purpose)

8 Appointment of Auditor

9 Correspondence

10 Any other business

11 Date, time and place of the next meeting