

AGMs

Annual General Meetings (AGMs) need to be held in October / November.

For local parties, it usually includes the following business:

- Chairperson's report on behalf of the Executive Committee
- Treasurer presents the previous year's accounts and a financial report
- Appointing of an independent inspector for the next set of accounts
- Reports from each Council Group
- Election of officers and the next Executive Committee

Other Lib Dem organisations and groups have similar requirements in their constitutions.

Before the AGM

The Treasurer should ensure an independent inspector has checked the accounts.

The Executive must plan the AGM - you can't just hope members turn up and do their duty.

Do consult:

- LDHQ's [Guide to running an AGM](#)
- Lord Pack's [Top Ten Tips for a Successful AGM](#)

Invites to the AGM should be sent out at least three weeks before the meeting.

Contact members and encourage people to stand for the various posts - don't leave it until the meeting and press-gang people into taking on a role.

Remember - AGMs and elections are open to all members and shouldn't be restricted to a clique.

Year-End Accounts

The Treasurer should present last year's accounts - these would have been finalised back in February / March and approved by your Executive Committee, so that the AGM doesn't need to approve them again.

The inclusion of the independent inspector's report is to assure members that the figures are free of material error. Don't forget to elect an inspector at your AGM.

Remember - finances are managed by the Executive Committee on behalf of the members, so you are reporting back to them on what you have done with money under your care.

Financial Report on the Current Year

Since you'd be part-way through the year, you can't present this year's accounts. Instead most Treasurers give a brief financial report on key things that have happened so far and a forecast of likely financial activity up to December.

For example, you may report how much was raised in fundraising and donations, as well as how much was spent on campaigning and membership development.

Fundraising at the AGM

You can't charge people a fee to join the AGM - it is free to access for all members in the area.

However you should at least do something to cover the costs of putting on the event. Raffles are common, as well as passing round a bucket / hat. Be imaginative - fundraising is vital and forms a key part of an organisation's income. We can't win elections without it.

Election of Officers

Every local party / group must have a minimum of a Chair and Treasurer, otherwise it gets suspended by the Party.

Officers are required to be appointed on a calendar year term - this is a constitutional requirement and necessitated by our agreement with the Electoral Commission.

So **those elected at the AGM take over on 1st January**, not the day after the election.

Any vacancies can be filled in line with your Constitution by appointment as agreed by the Executive Committee.

Post-AGM Actions

You'll need to do the following urgently to ensure your organisation is compliant:

1. The Chair needs to let HQ know who your Lighthouse Superusers will be by emailing support@libdems.org.uk (there's a maximum of two for the year)
2. The Superuser must update Lighthouse* with your latest execs to ensure that:
 - a. the Compliance Team can complete your annual registration with the Electoral Commission as an accounting unit of the Liberal Democrats
 - b. the Chair and Treasurer can submit their donation reports for the previous month
 - c. officers receive important updates from HQ

*For any AOs not yet on Lighthouse, please email your officer details to compliance@libdems.org.uk as soon as possible.

Notes for Lighthouse Superusers

- The start date of each role is 1st January (not the date it is being recorded on the system, nor the date of, or day after the AGM).
- You can use the “*duplicate all roles*” button on Lighthouse (> *Roles* > *System Users*) after selecting any that are being held again by the same person.
- Please enable the following user access for your Treasurer so they can fulfil their statutory obligations:
 - (Edit & create permission):
Banking; Contacts; Donations; Reports
 - (Viewing permission):
Membership Rebates; Organisation

Do email compliance@libdems.org.uk if you have any questions.