

# **SSC AGM PREPARATION GUIDE**

## **Planning for an AGM**

- Hold a Director's Meeting prior to the beginning of the training year
- Pick a date (within the current calendar year, January to December)
- Check availability of LR and inform BCPC before September 15
- Prepare a Budget along with the CO
- Treasurer to assist with all required ACC9 documents (Budget & Year-End Financial statements)
- Secretary to assist with preparing AGM notice and all relating documents. He / she should prepare to take minutes at AGM. (Sample minutes BCF218)
- Note that new screening application takes about 2 weeks to process at BCPC. Make sure they get their screened status well before the planned AGM date.
- Have the following documents ready: (forms are available on the BCPC website, under SSC Forms)
  - *\*Previous year's AGM Minutes*
  - *\*AGM Agenda (BCF217)*
  - *\*Financial statement from the past training year, not more than 6 months old (short version)*
  - *\*Proposed budget for SSC Members to vote on (screened members only)*
  - *Directors Reports*
  - *List of Society Members in good standing (BCF213)*
  - *SSC Society Constitution and Bylaws*
  - *Sign in sheet for attendance (screened and non-screened members)*
  - *Proxy form (if needed)*
  - *Ballot sheets (if needed)*
  - *Voting cards (if needed)*

## **Meeting Notice**

Notice must be sent to all screened members **2 weeks (14 days)** prior to the planned SSC AGM date. A copy should be sent to LR and BCPC.

See BCF205 on the BCPC website for example of notice.

- The Meeting documents marked with a \*red asterisk should accompany the Notice – see above list.
- If there is going to be a vote on amendment to the bylaw, include the proposed resolution in a separate document to the Meeting Notice
- Only screened members can vote at the SSC AGM, but it is important to invite all parents to potentially increase your membership. Suggestion to hold an AGM on First CO Parade or New Parent Orientation Night to boost attendance.
- Confirm all new Screened Members are accepted into your Society: record in your Minutes.
- Confirm all resigned Screened Members prior to the Elections: record in your Minutes.

## **AGM**

Follow the SSC AGM Agenda (BCF217)

## **Election Procedures**

Election must be conducted by a League Representative – (if no LR, an external individual to conduct i.e. BCPC League Member or another arm's length person). Election can be in person or virtual.

## After the Election

Immediately following the adjournment of the AGM, **all** newly elected Directors have their first Executive Meeting along with the BCPC Representative. An elected Director will take the Minutes.

Next steps:

- Directors nominate a Chairperson – can be done by ballot or show of hands.
- The Chairperson then appoints the remaining 4 Executive Positions.
  - Vice Chair
  - Treasurer
  - Secretary
  - Director at Large
- The remaining Directors can be tasked with other positions, examples include:
  - PR (Public Relations), Social Media
  - Events, Christmas, Mess Dinner, ACR
  - Fundraising

## AFTER THE AGM

Complete BCF 200 and send to BCPC ([finance@aircadetleague.bc.ca](mailto:finance@aircadetleague.bc.ca)), cc LR **immediately**.

Within **15 days**, send the Annual Report Package to your League Rep and BCPC at [finance@aircadetleague.bc.ca](mailto:finance@aircadetleague.bc.ca)

Annual Report Package includes (check the Chair email inbox, it is sent from BCPC prior to your SSC AGM)

- Form 4 – mark amendments on the form and send a scanned copy to BCPC for approval
- SSC AGM Meeting Minutes, plus all financial and reports presented at AGM
- Directors Meeting Minutes that followed the AGM (Positions)
- Approved Budget

## Additional Steps

Assure the following are provided to the incoming Directors:

- Passwords for email accounts (Chair, Vice Chair, Treasurer, Secretary etc.)
- Property of the SSC – laptops, binders, keys etc.
- Financial – all items related to this position
- Change the signing authorities at the bank
- Announcement and introduction to all parents
- Information the new Directors will require to make a smooth transition

**CONGRATULATIONS!**

**You have just completed your AGM!**