

# Group AGM script

Additional instructions for Zoom meetings in blue

## 1. Welcome from Group Chair

- Chair opens the meeting and welcomes everyone
- Explain the format of the meeting and how people can vote
- Appoint someone to keep an eye on any hands up and comments during the meeting, and help with votes

## 2. Apologies for absence

- Chair asks Secretary to read out any apologies
- Chair asks if anyone else has any apologies
- Secretary to make a note of any further apologies

## 3. Approval of minutes from the last AGM

- Chair invites a proposer and seconder to approve the minutes from last year's meeting (distributed beforehand)
- Chair asks everyone to vote (appointed person to keep an eye out and give results to Chair)
- Secretary to make note of proposer, seconder and outcome of vote

## 4. Acceptance of the statement of accounts

- Treasurer will give a brief overview of accounts (these could be accompanied by a summary shown on screen and will have been made available beforehand)
- Chair invites a proposer and seconder to approve the accounts
- Chair asks everyone to vote (appointed person will keep an eye out and give results to Chair)
- Secretary to make note of proposer, seconder and outcome of vote

## 5. Approval of the Group Scout Leader's nomination for Chairperson

- Chair will stand down and hand the meeting over to Group Scout Leader
- Group Scout Leader will nominate Group Chair
- Group Scout Leader will ask everyone to vote on approval (appointed person will keep an eye out and give results to GSL)
- Secretary to make note of outcome of vote
- (New) Chair will take over the meeting again

## 6. Nomination and election of Group Secretary

*In the event of the current Secretary standing again unopposed:*

- Chair invites a proposer and seconder to approve current Group Secretary to continue in post
- Chair asks everyone to vote (appointed person will keep and eye out and give results to Chair)
- Secretary to make note of proposer, seconder and outcome of vote

*In the event of multiple people standing:*

- Hold an election with all those who are standing (appointed person will keep and eye out and give results to Chair)
- Chair invites a proposer and seconder to approve the winner of the election to become Group Secretary
- Secretary to make note of proposer, seconder and outcome of vote

*In the event of just one new person volunteering to be Group Secretary:*

- Chair invites a proposer and seconder to approve the volunteer to become Group Secretary
- Chair asks everyone to vote (appointed person will keep and eye out and give results to Chair)
- Secretary to make note of proposer, seconder and outcome of vote

## 7. Nomination and election of Group Treasurer

*In the event of the current Treasurer standing again unopposed:*

- Chair invites a proposer and seconder to approve current Group Treasurer to continue in post
- Chair asks everyone to vote (appointed person will keep and eye out and give results to Chair)
- Secretary to make note of proposer, seconder and outcome of vote

*In the event of multiple people standing:*

- Hold an election with all those who are standing (appointed person will keep and eye out and give results to Chair)
- Chair invites a proposer and seconder to approve the winner of the election to become Group Treasurer
- Secretary to make note of proposer, seconder and outcome of vote

*In the event of just one new person volunteering to be Group Treasurer:*

- Chair invites a proposer and seconder to approve the volunteer to become Group Treasurer
- Chair asks everyone to vote (appointed person will keep and eye out and give results to Chair)
- Secretary to make note of proposer, seconder and outcome of vote

## 8. Approval of Nominated Members to serve on the Executive Committee

- Group Scout Leader is asked if he or she has any nominated members who he or she would like to serve on the Group Executive Committee - the number of these nominated members must not be greater than the number of Elected members
- Chair invites a proposer and seconder to approve the persons nominated by the Group Scout Leader to serve on the Group Executive Committee
- Chair asks everyone to vote (appointed person will keep and eye out and give results to Chair)
- Secretary to make note of proposer, seconder and outcome of vote

## 9. Declaration of Leaders who wish to serve on Group Executive Committee

- Any Leaders who wish to serve on the Group Executive Committee (as is their right) are required to declare this
- Secretary to make a note of any Leaders declaring their intention to serve

## 10. Election of Elected Members to serve on the Executive Committee

*In the event of the current Executive members standing again unopposed:*

- Chair invites a proposer and seconder to approve current Group Treasurer to continue in post
- Chair asks everyone to vote (appointed person will keep and eye out and give results to Chair)
- Secretary to make note of proposer, seconder and outcome of vote

*In the event of multiple people standing, more than required:*

- Hold an election with all those who are standing (appointed person will keep and eye out and give results to Chair)
- Chair invites a proposer and seconder to approve the winner of the election to serve as elected members of the Group Executive
- Secretary to make note of proposer, seconder and outcome of vote

*In the event of just enough new people volunteering:*

- Chair invites a proposer and seconder to approve the volunteers to serve as elected members of the Group Executive
- Chair asks everyone to vote (appointed person will keep and eye out and give results to Chair)
- Secretary to make note of proposer, seconder and outcome of vote

## 10.Appointment of Scrutineer/Independent Examiner/Auditor

Where gross income does not exceed £25,000

The Trustees may appoint a **Scrutineer**, i.e. an independent person who is reasonably believed by the Trustees to have the requisite knowledge and practical experience to carry out the work programme for Scrutineers. The terms of engagement should be specified in writing. Alternatively they may, if they wish, appoint an Independent Examiner or a Registered Auditor.

Where gross income is more than £25,000 but does not exceed £100,000

The Trustees will normally appoint an **Independent Examiner** who is an independent person they reasonably believe to have the requisite ability and practical experience to carry out a competent examination of the accounts. The Charity Commission for England & Wales have previously suggested a person such as a bank or building society manager or retired accountant. They may not appoint a Scrutineer but they may, if they wish, appoint a Registered Auditor.

Where gross income is more than £100,000 but does not exceed £250,000

The Trustees will normally appoint an **Independent Examiner who must have a recognised accounting qualification** that the Trustees believe is appropriate in the circumstances. (In cases of doubt in relation to the qualification the Trustees should seek guidance from the District/County/Area/Region Treasurer). They may not appoint a Scrutineer or Independent Examiner who does not hold a recognised accounting qualification but they may, if they wish, appoint a Registered Auditor.

- Chair invites a proposer and seconder to approve the persons nominated by the Group Treasurer to serve as Scrutineer/Independent Examiner/Auditor (as outlined above)
- Chair asks everyone to vote ([appointed person will keep an eye out and give results to Chair](#))
- Secretary to make note of proposer, seconder and outcome of vote

## 13.Close of meeting

- Chair closes the meeting and thanks everyone for attending

It is a good idea to approach people to be proposers and seconders before the meeting and once they've agreed make a note of who is proposing and seconding what and giving this list to the Chair and Secretary before the meeting - this massively speeds up the process