On this document you’ll find:

* Timelines for planning and preparing your AGM – Page 2
* AGM agenda template (a summary of everything you should cover at the meeting) – Page 3
* AGM script (a suggestion of phrases you can use to present and facilitate the meeting) – Pages 4-8
	+ Throughout the script, reference is made to the Group being a ‘Charity’. If the Group is not a registered as a charity this should be replaced in the script with the word ‘Group’
	+ Hyperlinks in the script, link to UK webpages (Scouts.org.uk) and Scouts Scotland (Scouts.scot) Please ensure that the templates used for the Trustee Board Annual Report and Accounts and the Independent Examiner Reports are from the Scouts Scotland website. If the District requires a template to prepare Fully Accrued (SORP) accounts please contact Scouts Scotland for an appropriate copy

**TIMELINES FOR PLANNING AND PREPARING YOUR AGM**

Here’s a suggested timeline to help you plan and prepare for your [AGM](https://www.scouts.org.uk/volunteers/running-things-locally/trustee-boards/annual-general-meetings/):

**During the final quarter of the financial year:**

* Agree the date for the AGM. The AGM must be scheduled for no later than six months after the end of the financial year.
* Share the AGM date with members of the Scout Council, your community and any other relevant volunteers.
* Start planning how the Treasurer will complete the [annual statement of accounts](http://www.scouts.scot/for-volunteers/rules-and-guidance-por) and when they need to share it with an Independent Examiner/Auditor.

**Three to four months prior to the AGM:**

* Review Trustee Board memberships to identify if any appointment periods are coming to an end, if any Trustee needs (and wants) to be re-appointed, and if there are any vacancies.
* Agree on how the Trustee Board will conduct an [open selection process for appointing Trustees](https://www.scouts.org.uk/volunteers/volunteer-experience/volunteering-together/what-this-means-for-you/moving-to-trustee-boards/open-selection-process-for-appointing-trustees/).

Please note: appointed and co-opted Trustees (including the Chair and Treasurer) may only be in the same Trustee role on the specific Trustee Board for no more than nine years. You’ll find more information on [terms of appointment on POR 5.3](https://www.scouts.org.uk/por/5-local-governance-and-finance-of-groups-districts-counties/rule-53-constitution-requirement-sv).

**Two months prior to the AGM:**

* Make arrangements for the open selection process for appointing Trustees, such as advertising vacancies, running elections, undertaking a search group, or receiving applications.
* Start preparing the [Trustees’ annual report](http://www.scouts.scot/for-volunteers/rules-and-guidance-por).
* Receive the annual statement of accounts from the Independent Examiner/Auditor and approve it.

**One month prior to the AGM:**

* Send the formal invitation for the AGM to all members of the Scout Council, together with the agenda, the minutes of the previous AGM, a link to the [Scottish Variations of the POR model constitution,](http://www.scouts.scot/for-volunteers/rules-and-guidance-por) and a copy of the Trustee Annual Report and Accounts.
* Finalise any required arrangements for the open selection process for appointing Trustees.

**After the AGM:**

* Within 14 days following from the AGM, send signed copies of the Trustees’ approved annual report and accounts to District Treasurer.
* If the Group is a registered charity, within 9 months of the end of your financial year, send a copy of the annual report and accounts to the Office of the Scottish Charity Regulator (OSCR).
* Verify the drafted AGM minutes at the next Trustee Board meeting.

[Edit NAME OF GROUP] SCOUT COUNCIL

Annual General Meeting

[Edit date and time]

[Edit Venue]

# AGENDA

1. **Introduction and welcome**
2. **Apologies for absence**
3. **Governance topics**
4. Approve the minutes of the Annual General Meeting held on [Edit DD/MM/YYYY]
5. Adopt the model constitution from Scottish Variations from Policy, Organisation and Rules (SV POR)
6. Note the Group’s financial year
7. Approve appointed and community members of the Group Scout Council
8. Agree the number of members that may be appointed to the Trustee Board
9. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)
10. **Review of the previous year**
11. The Group Lead Volunteer’s review of Scouts in the [Edit name of Group]
12. Receive and consider the Annual Report of the Group Trustee Board, including the annual Statement of the Accounts
13. **Making appointments**
14. [If required] Appoint the Group Chair, following recommendation from the open selection process initiated by the Group Trustee Board
15. [If required] Appoint the Group Treasurer, following recommendation from the open selection process initiated by the Group Trustee Board
16. [If required] Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board
17. [If required] (Re-)appoint Group President and/or Vice Presidents
18. Appoint the Independent Examiner / Auditor [Delete as appropriate]
19. **Closing remarks**

[Edit NAME OF GROUP] SCOUT COUNCIL

Annual General Meeting

Outline / Script for the [Edit YYYY] AGM

**Chair** makes Health & Safety and domestic announcements**.**

1. **Introduction and welcome**

**Chair**

Makes opening remarks.

Thank the venue for the use of their facilities.

Welcome members of the Group Scout Council and guests [If not included here, have a separate list available on the day.]

1. **Apologies for absence**

[Suggested script]

**Chair:**

We’ve received apologies from [Edit number] persons for their absence today, and their names will be included in the minutes of this meeting.

1. **Governance topics**

[Suggested script]

**Chair:**

We'll use this part of the meeting to make sure the charity's foundations are in good order

**3a. Approve the minutes of the Annual General Meeting held on [Edit DD/MM/YYYY]**

[Suggested script]

**Chair:**

The Group Trustee Board have reviewed the minutes of the previous AGM at their meeting held on [Edit DD/MM/YYYY]. I put forward these minutes are taken as read and ask the Group Scout Council to agree they’re a true record of that meeting.

Seconder please…………………………. / Please show your hands to approve***.***

**3b. Adopt the model constitution from Scottish Variations from Policy, Organisation and Rules (SV POR)**

[Suggested script]

**Chair:**

In line with the recommendation from Scout Headquarters, the Group Trustee Board proposes we adopt the model constitution from Annex A of Scottish Variations from Policy, Organisation and Rules. A copy of this was available for review and inspection prior to this meeting, and copies are also available at this meeting.

Seconder please ……………………. / Please show your hands to approve.

**3c. Note the Group’s financial year**

[Suggested script]

**Chair**:

Can the Group Scout Council members please note our financial year is [1 April to 31 March]?

**3d. Approve appointed and community members of the Group Scout Council**

**Chair** notes the Group Scout Council can admit other people to membership. Chair advises that [Edit name(s)] are nominated as Group Scout Council members.

These are to be admitted as members of the Group Scout Council as well as the ex officio list in POR Rule 5.4.4.2. Please show your hands to approve.

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| Please note: These nominations are to the Group Scout Council (the people attending this AGM). They aren’t members of the Group Trustee Board. Please also note, these nominations can be by name or role.  |

**3e. Agree the number of members that may be appointed to the Trustee Board**

[Suggested script]

**Chair:**

POR states Trustee Boards should have a minimum of 5, and no more than 12, Trustees in total. This includes ex officio and co-opted Trustees.

The Group Scout Council must agree the number of people to be appointed to the Trustee Board. The outgoing Trustee Board recommends that [Edit number] people are appointed. I propose the Group Scout Council approves that recommendation.

Seconder please ……………………. / Please show your hands to approve.

**3f. Agree the quorum for future meetings of the Group Scout Council (excluding this AGM)**

[Suggested script]

**Chair**:

The Group Scout Council must agree its quorum – the minimum number of Group Scout Council members that must be present at Group Scout Council meetings. The outgoing Trustee Board recommends the quorum should be set at [Edit number] people. Does the Group Scout Council approve that recommendation?

Seconder please ……………………. / Please show your hands to approve.

1. **Review of the previous year**

[Suggested script]

**Chair:**

We’ll now use this part of the meeting to reflect on the activities of the past year.

**4a. The Group Lead Volunteer’s review of Scouts in the [Edit name of Group]**

**Chair** asks the Group Lead Volunteerto present their Annual Review.

**Group Lead Volunteer** gives their review.

**Chair** thanks Group Lead Volunteer for their review.

**4b. Receive and consider the Annual Report of the Group Trustee Board including the annual Statement of Accounts**

**Chair** notes the Group Trustee Board has approved the Annual Report and Statement of Accounts, and has received the report on the accounts from the [Edit Independent Examiner/Auditor].

**Chair** asks the Group Treasurer to give their explanation of the Statement of Accounts.

**Treasurer** explains the Statement of Accounts.

**Chair** invites questions from the floor regarding the Trustee Annual Report, and the Annual Accounts.

**Chair** thanks the Treasurer[Edit name]

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| Please note: No vote is required, the Group Scout Council only ‘receives and considers’ the report. |

1. **Making appointments**

[Suggested script]

**Chair:**

We’ll use this part of the meeting to organise the set-up of the charity until the next AGM. We'll appoint a Trustee Board to oversee good governance for the charity over the next year.

**5a. [If required] Appoint the Group Chair, following recommendations from the open selection process initiated by the Group Trustee Board**

**Chair** hands the chairmanship of this meeting over to the Group Lead Volunteer.

**Group Lead Volunteer** explains the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that [Edit name] should be appointed as Group Chair. Please show your hands as approval.

**Group Lead Volunteer** hands the chairmanship of this meeting back to Group Chair.

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| Please note: If appointing a new Chair, you should agree **prior** to the AGM whether the outgoing Chair will continue to lead this meeting, or whether the new Chair should take over immediately during the meeting. It’s strongly encouraged the new Group Chair takes over after the AGM’s finished – perhaps from midnight following the AGM.  |

**5b. [If required] Appoint the Group Treasurer, following recommendations from the open selection process initiated by the Group Trustee Board**

**Chair** explains the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that [Edit name] should be appointed as Group Treasurer. Please show your hands as approval.

**5c. [If required] Appoint members of the Group Trustee Board, following recommendations from the open selection process initiated by the Group Trustee Board**

**Chair** explains the open selection process agreed by the Trustee Board. The recommendation to the Group Scout Council is that [Edits names] should be appointed as members of the Group Trustee Board.

Please show your hands as approval.

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| Please note:* There can’t be more names appointed than were approved at agenda item 3d. There can be fewer than agreed at 3d, but not more. Remember, agenda item 3d is the total number of agreed ex officio, appointed and co-opted members.
* It’s very important to arrange the open selection process and its recommendations **before** the AGM. Recruitment needs to be open, organised and in advance, so it’s a thoughtful process. It shouldn’t be taking place last minute during the AGM.
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**Chair** thanks the Trustees for their work during the year and, in particular, those members who are standing down – [Edit names].

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| Please note: Co-opted members (if any) of the Group Trustee Board are appointed by the Group Trustee Board themselves at one of their meetings, and not at the AGM. |

**5d. [If required] (Re-)appoint Group President and/or Vice Presidents**

**Chair** notes the Group Scout Council appoints the Group President and/or Vice President.

Chair advises that [Edit name] is proposed as President and/or [Edit name] as Vice President. Please show your hands to (re-)approve.

**5e. Appoint the Independent Examiner / Auditor [delete as appropriate]**

**Treasurer** proposes [Edit name]

**Chair** confirms that [Edit name] has been proposed, seconded and is qualified for the role, and asks for a show of hands to approve [Edit Name’s] nomination.

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| Please note:* Please find the requirements for whether to appoint an Independent Examiner or Auditor on: [Accounting & Audit Requirements for Group Districts, Counties/Areas & Scottish Regions](https://www.scouts.org.uk/volunteers/running-things-locally/finances-and-insurance/accounting-and-reporting/independent-examination-of-accounts/accounting-audit-requirements-for-group-districts-countiesareas-scottish-regions/)
* Please find the template for an Independent Examiner to use to report back to the Trustee Board on: [Accounting and Reporting](http://www.scouts.scot/for-volunteers/rules-and-guidance-por)
 |

1. **Closing remarks**

**Chair** closes the AGM, thanking everyone for attending and outlines any arrangements for the rest of the event.