

FACTSHEET – RUNNING AN ONLINE AGM

You may want to host your Annual General Meeting (AGM) as a virtual or hybrid meeting using online tools. The Charity Commission now recommends that you update your governing document to reflect the use of online meetings. This should include how votes are counted during online meetings and how to manage technical difficulties. You can find out more about this in the Charity Commission's Charity Meetings (CC48) document.

Online tools

There are a number of online tools available to support you with hosting hybrid or online AGMs.

1. Eventbrite - a free online platform that you can use to advertise events. It is simple to use, keeps all the registrations out of one person's mailbox and integrates with Zoom.
2. Zoom - free to use for 40 minute meetings. There is also a paid version that allows you to host longer meetings.
3. Microsoft Teams - free to use if you have a Microsoft package. However, there can be issues with people joining from outside your organisation.
4. Voting – you can get Sli.do package for £49 + VAT for a one-event - www.slido.com This gives an unlimited number of votes and integrates into Powerpoint. Also records the voting so you have an audit trail.
5. Minutes - consider using a transcription tool such as Otter.ai to transcribe your meeting.

Hosting online meetings

Hosting an online meeting is different than hosting an in-person meeting. Here are a few tips to get you started:

1. Log on early to test the technology such as microphones for speakers and sharing slides.
2. Housekeeping- go through the housekeeping at the start of the meeting including how to mute microphones and how people can ask questions.
3. Have someone monitoring the email and phone in case people are having difficulties getting into the meeting.
4. Voting reps – ask your members to confirm their nominated representatives as the only people able to vote. Only send links for voting to those nominated people.
5. PowerPoint integrates with Sli.do Make sure you set up a blank slide for each item on the agenda so you can manage slides for screen sharing.

Hybrid meetings

Hybrid meetings need to be carefully managed to allow all attendees to participate whether they are in the room or joining online.

1. Before the meeting starts, ensure that online attendees can hear the presenter and can view the presentation slides.
2. Assign someone to monitor the chat and share any questions or comments with the in-person attendees.
3. Check in with the online attendees at regular intervals to ensure there are no technical issues.



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