

Virtual AGMs: Yes, you can!

Virtual AGM Template Script



ONTARIO NONPROFIT NETWORK

02

AGM Detailed Set up and Script Notes Template

30 Minutes - Webinar Format

Roles	Example team member to fill the role
<p>Presenter & Slide Advancer</p> <p>Main Presenter</p> <p>Audit Presenter</p> <p>Chat and Motions Manager</p> <p>Poll Manager</p> <p>Setup and Phone/Email Receptionist</p> <p>Tech Support</p>	<p>Executive Director</p> <p>Board Chair</p> <p>Treasurer</p> <p>Staff or volunteer</p> <p>Staff or volunteer</p> <p>Staff or volunteer</p> <p>Staff or volunteer</p>

03

Preparation for the AGM

Checklist of Equipment and Supplies

Each role should have access to the following:

- | | |
|---|--|
| <input type="checkbox"/> Laptop | <input type="checkbox"/> Internet access |
| <input type="checkbox"/> Printout of script | <input type="checkbox"/> Pen and paper for notes |

Pre-AGM (11:00-12:00)

- Practice - Exclusively for webinar presenters and the support team.
- Test the technology and sound, and cover any last minute questions about the agenda.

The Chat Management / Motions Results Manager (CMM) will let us know when we have enough registrants logged on to begin and will welcome everyone and give them instructions. e.g. mute, chat, etc.

04

Slide 1: Welcome and Call to Order (Main Presenter)

Welcome to the [number] AGM for [organization name]. We're so glad you could join us. My name is [name] and I am Chair of the Board of Directors of [organization name].

Before we get started, I will run through a few technical considerations. Please begin by typing your full name and organization in the chat function so that we can accurately include you in our AGM Minutes.

The AGM should last less than 30 minutes. We have a lot of people joining us today on this webinar, so we've muted participant lines to reduce noise disruptions.

If you experience any issues, you can email [email] or call [phone number].

Chat and Motions Manager to confirm the number of people present and make a note to the Main Presenter. We need [insert number] present to reach quorum and start the meeting.

Main Presenter to complete land acknowledgement.

Our quorum is [portion of members entitled to vote, this can be a flat number or percent based on your by-laws] of members. We have [number] members in good standing, so therefore [number] members constitute quorum. I can report that we have more than [number] members present, therefore quorum is met. Please also note that this webinar is being recorded.

05

Slide 1: Welcome and Call to Order (Main Presenter)

It is my pleasure to call our AGM to order.

You will see we will be using “poll questions” for voting purposes. When there is an opportunity to vote for a motion, you will be asked to vote “in favour, opposed or abstain”. Use your keyboard to choose the option you prefer.

To make a motion or second a motion, please use the “chat” function on the side of the screen and type in “I move, or I second” and include your full name and organization.

All members who were in good standing 45 days in advance of our AGM are eligible to vote and received an AGM package (the agenda, proxy form, minutes from last year, and audit financial statements) by email. This package included all resolutions that will be debated or voted upon today.

Please note that there is only one vote per organization.

Slide 2: Agenda (Main Presenter)

Our proposed agenda is:

- Approval of the 2019 AGM Minutes
- Approval of Audit [insert year]
- Approval of Auditor for [insert year]
- Election of Board of Directors
- Introduction of Annual Report
- Adjournment of AGM
- Special presentation (if applicable)
- Member Question & Answer (if applicable)

06

Slide 3: Motions #1-2 (Main Presenter)

Motion #1: May I have a motion to approve the Agenda? A seconder?
Confirm with Chat and Motions Manager.

All members please vote.
Wait for Poll Manager to share results.

This motion has passed. Thank you.

Approval of AGM Minutes: The [insert year] AGM minutes were sent to all members by email in advance of this meeting. Are there are any questions, comments, or corrections?
Wait to see if there are questions, comments, or corrections.

Motion #2: May I have a motion to approve the [insert date] AGM minutes? A seconder?
Confirm with Chat and Motions Manager.

All members please vote.
Wait for Poll Manager to share results on screen.

This motion has passed. Thank you.

07

Slide 4: Audit and Appointment of Auditor (Audit Presenter)

We have completed our financial year ending [insert date]. Members received the audit by email in advance of this meeting. Here are some highlights... [insert highlights].

Are there any questions about the audit?

Confirm with Chat and Motions Manager that there are no questions.

Slide 5: Motion #3-4 (Audit Presenter)

Motion #3: May I have a motion to approve the [insert organization name] [insert year] Audit? A seconder?

Confirm with Chat and Motions Manager.

All members please vote.

Wait for Poll Manager to share results on screen.

This motion has been passed. Thank you. [Insert organization name] would like to re-appoint [insert company name] as our audit firm for [insert year].

Motion #4: May I have a motion to approve [insert company] as the auditor for [insert organization name] for fiscal year [insert year]? A seconder?

Confirm with Chat and Motions Manager.

All members please vote.

Wait for Poll Manager to share results on screen.

This motion has passed. Thank you.

08

Slide 6-7: Returning Directors (Main Presenter)

Thank you, Treasurer. Our by-laws allow us to have [insert number] board members. We current have [insert number] board members who will be returning.

We currently have [insert number] board member[s] who has completed their [insert number] year term and is not standing for re-election. If applicable, share name of board member[s] who is not standing for re-election.

No motion is necessary as all [insert number] remaining board members are currently within their existing [insert number] year term.

Slide 7 [if applicable]: We would like to take this opportunity to thank outgoing board members for their commitment to [insert organization name] over the past [insert number] years.

Main Presenter may add further thoughts.

Slide 8: Introduction of Annual Report (Main Presenter)

All members will receive a copy of [insert organization name] electronic annual report after this meeting, and it will also be posted on our website. We are thrilled to share this snapshot of what has been quite the year for [insert organization name].

Presenter to add any personal comments about the report and use slides 9 to 11 to highlight the Annual Report.

09

Slide 12: Adjournment (Main Presenter)

And that wraps up the official portion of our AGM. We will officially adjourn the business meeting and move on to the presentation. Thank you for all of your attention.

Main Presenter to insert closing comments.

I call our [insert year] AGM to a close.

Slide 13: Member Q & A (Main Presenter)

Main presenter to reinforce Q & A.

Again, if you have any questions, please feel free to type them in the chat room or email or call us at any time.

Wait and confirm with Chat and Motions Manager to see if any questions arise.

Slide 14: Closing (Main Presenter)

Thank you all for joining us today. We look forward to working with and for our organization in the coming year.

10



Resources and templates

ONN has created a Virtual AGM Facilitation Guide and a Virtual AGM Critical Path Template. You can find these resources and other COVID-19 related resources at the [ONN COVID-19 resource page](#).

Questions and feedback

We welcome your feedback about this template script for virtual AGM. Have questions or additional resources to support nonprofits with AGMs?

Share them with us on social media by tagging us at @o_n_n (Twitter) and Ontario Nonprofit Network (Facebook and LinkedIn). Additionally, you can reach our office by email at info@theonnc.ca.