



RUNNING A VIRTUAL AGM

Whilst we can't be on the pitch or getting together for our usual meetings, we can still get ourselves ready for next season if we're digitally fit! This guide will take you through our recommendations on how to successfully run an AGM/SGM online.



CHECKLIST

- Date Set & Communicated
- Send Meeting Link to Member Clubs
- Mandatory documents
- circulated at least 14 days prior
- Create & Share your agenda

PRE-MATCH PLANNING

It is vital that your online meeting covers the mandatory aspects in accordance to FA regulations. We recommend using Microsoft Teams to host your meetings as this will allow attendees to view your screen, ask questions via Chat or Voice & vote.

You can get a free version of MS Teams to host your call, your members can call in via their internet browser using just their email address. To access the 'Freemium' version of Teams head to support.microsoft.com

Ensure you share the details of how to access the meeting well in advance to allow your attendees time to prepare whether that be creating an account or searching how functionality works.

TIME FOR YOUR AGM

Log in to open your meeting a good 15 minutes early to give people the chance to ensure their log in works. We recommend displaying a holding screen welcoming users as well as displaying a few best practice tips, for example "Please ensure you're muted ⁽¹⁾ whilst not talking to reduce background noise".

As some software only displays a users email address, we recommend that you advise users to write their name and the club they're representing in the chat, this can form part of the roll call and help make your experience as smooth as possible.

Its good practice to record your meeting should you need to refer back to it in the future. Most video call software will allow the recording of your meeting.

Running a smooth virtual AGM doesn't have to be stressful, once your date has been set head over to your meeting software and create a meeting. Ensure that your chosen software has the capacity to take a maximum of two delegates per club to comply with regulation.

Circulate your meeting link to your member clubs by email at least 14 days prior to the meeting. Work out well in advance who will serve what roles for the call, we'd always recommend a minimum of two people to run a meeting - head over to our Digital Gym at grassrootstechnology.freshdesk.com to find out what roles.

When its time to vote, ensure your poll is set to only one submission per user to ensure compliance.

Most software will have the option to create a poll or provide a 3rd party link for users to vote on. Its best to give users a minute to place their vote.

Ensure that any Other Notified Business is complete before bringing the meeting to a close. Once finished ensure you end the meeting. Your recording will quickly follow for your records. Please ensure that minutes are still taken as these are a mandatory requirement.

USING MICROSOFT TEAMS FOR YOUR AGM



If you don't have a MS Teams or Office 365 account, contact your local County FA who will be able to assist you by hosting your call so you can log in and run your call on the day.

STEP BY STEP

- 1 Create your meeting in the calendar, add the agenda ^(A) (if known) to the description for users to refer back to.

If you use Outlook, you can easily create a Teams Meeting within your calendar by selecting a new Appointments and clicking Teams Meeting ^(B).

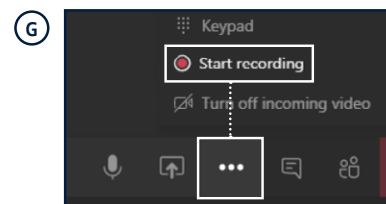
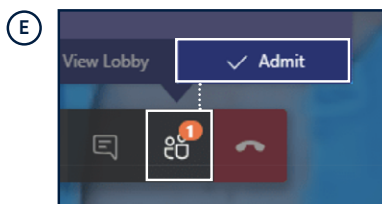
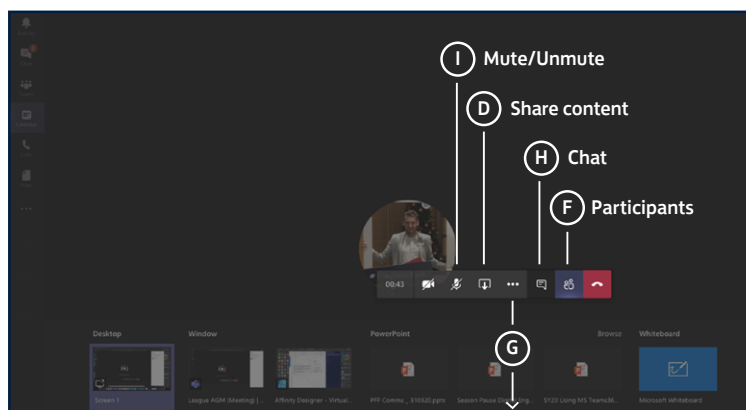
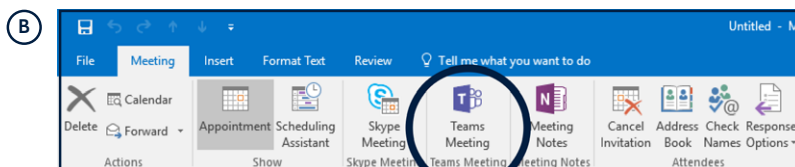
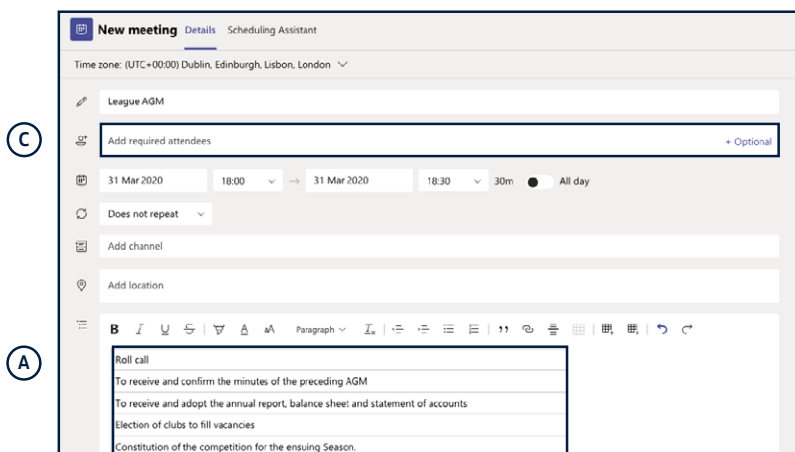
- 2 Add your club contacts to the attendees ^(C) and click Save. This will generate an email invite to your clubs. If you use Outlook, you can easily create a Teams Meeting within your calendar by selecting a new Appointments and clicking Teams Meeting.

- 3 15 minutes prior to the meeting, join your meeting and check your audio is working. Share your landing screen ^(D) so users know they're in the right place.

- 4 Keep an eye out for attendees dropping into the Lobby, if they do select "Admit" ^(E) on the pop-up to add them to the meeting. You can also view participants ^(F) already on the call by clicking the Teams Logo in the pop-up menu.

- 5 At the start of the meeting, share the agenda & hit record whilst you open the meeting. Record can be found by clicking the three dots ^(G) to open the extra options.

- 6 Run your votes through the chat ^(H) using Polly which allows each user one vote for any proposition. Or you can use email voting as a secondary option.



TECH TEAMS TOP TIPS

Try and run your call from a quiet location to minimise distraction & interruption.

Mute your line whilst not speaking (you can always unmute at any time!)

If you're speaking, try and have your video on to keep the human side to the conversation.

Double check people can hear you at the start of the meeting.

Recording your meeting is a great way to listen back through whilst producing your minutes.

AGM AGENDA TEMPLATE

If you don't have a MS Teams or Office 365 account, contact your local County FA who will be able to assist you by hosting your call so you can log in and run your call on the day.

1. Roll call
2. To receive and confirm the minutes of the preceding AGM
3. To receive and adopt the annual report, balance sheet and statement of accounts
4. Election of clubs to fill vacancies
5. Constitution of the competition for the ensuing Season.
6. Election of officers of the competition and the League Management Committee members
7. Appointment of auditors
8. Alteration of Rules, if any (see Rule 14)
9. Fix the date for the commencement of the playing season and kick-off times applicable to the competition
10. Fix the date for the end of the playing season
11. Other business of which due notice shall have been given and accepted as being relevant to an AGM.

For more information on running your online meeting, head to the Digital Gym;
GRASSROOTSTECHNOLOGY.FRESHDESK.COM