

A Timeline of the Annual General Meeting Process

This timeline is a guide and is to be read in conjunction with the correspondence provided on the [Sydney Diocesan Services AGM site](#).

Late January	In the weeks before AGM	1 February	Day of AGM	The week after AGM	31 March
<div data-bbox="246 941 515 1236" style="border: 1px solid black; padding: 10px; text-align: center;"> <p>LATE JANUARY</p> </div>	<ol style="list-style-type: none"> <li data-bbox="571 726 2038 845">1) In late January, Rectors and Acting Rectors will receive an email from the Registrar, outlining the Annual General Meeting (AGM) process, including information about resources, preparation and instructions for the meeting, and how to submit the results to the Registry. The SDS Website will have a list of resources to assist you in the running of the AGM, including information about the various roles for which elections occur, what is required for Parish Financial Statements, templates for the declarations that nominees need to complete, and a checklist for submission of results. <li data-bbox="571 1013 2038 1220">2) At this time, the Rector and Wardens in consultation with the Treasurer need to decide on a date to convene the AGM. The date of the AGM must be between 1 February and 31 March. For 2024, the Archbishop has given an extension to this period until 7 April 2024, due to Easter Sunday falling on 31 March 2024. Requests to hold AGMs outside this period require the approval of the Archbishop; requests can be made via the Registrar at registry@sydney.anglican.asn.au <li data-bbox="571 1236 2038 1412">3) The Synod is seeking to entrench Safe Ministry into the governance culture of the Diocese. The Archbishop recommends that Wardens, Parish Councillors, and any other parish officers that make decisions with implications for child-safety in the parish, hold a current Safe Ministry accreditation. Please visit the Safe Ministry Training website for more information. 				



IN THE
WEEKS
BEFORE
AGM

- 1) The *Notice of the AGM* must be given at all church services at least **two Sundays** before the date of meeting.
 - a) Copies of the *Prescribed Financial Statements* need to be available (or distributed) **at least one Sunday before the AGM.**
- 2) If someone other than the Rector is submitting the AGM return on their behalf (e.g. a church administrator, etc), then the Rector will need to ensure that that person has access to the SDS Portal. This can be done by navigating to the *Manage Permissions* tab of the [Parish Portal page](#), and clicking *Add access for a person not listed below*.
- 3) It is important that the Rector become familiar with **the eligibility criteria for parishioners to participate in an AGM and for those who can be elected/appointed to positions** (as well as what disqualifies a person from office).
 - a) The [Registrar's letter](#) will outline the requirements for each category, as well as provide links to the relevant governing ordinances.
 - b) If you are aware of those who are going to be nominated for positions, or are considering being nominated for positions, please circulate the [relevant brochures](#) giving descriptions and responsibilities of the different roles.
 - c) The Rector is to appoint a Warden. This is to be done within **7 days before the election of wardens at the AGM.** If the Rector fails to nominate a warden before the AGM, then he may do so any time after the AGM.
- 4) Ensure that the print outs of the declarations for those attending the AGM and those who are elected or appointed individuals are prepared before the AGM.

Late January

In the weeks before AGM

1 February

Day of AGM

The week after AGM

31 March

THE DAY OF
THE AGM

- 1) Ensure that the *attendance declaration* is signed by parishioners attending the AGM
 - a) A quorum is **seven people who have signed the attendance declaration** (or the minister and six people who have signed the declaration).
- 2) Receive nominations for each position – ensure that candidates are eligible – and take votes as required
 - a) Two wardens per church (Schedule 1) or two wardens per parish (Schedule 2)
 - i) If the Rector has not yet appointed a Warden, this is to be done after the AGM, as soon as possible.
 - b) A variable number of parish councillors (from zero to twelve)
 - i) The *Minister's Appointment* of one parish councillor per 3 elected councillors can be done **at or up to 28 days after AGM**
 - c) Five lay parish nominators
 - i) Note: if there is a vacancy in the office of Rector, the parish nominators in office at the time the vacancy was declared remain in office until a new rector is appointed.
 - d) NB:
 - i) A **treasurer** is appointed by the Wardens with the concurrence of the Rector, not elected at the AGM
 - ii) Synod Representatives are elected at the start of a new synod triennium (which was 2023), and are elected for three years (until 2025). In the second or third year of the triennium, only elect a replacement Synod Representative if there is a vacancy.
 - iii) If an elected Synod Representative is unable to attend an upcoming session of synod, **the alternate is appointed by the Synod Representative after the summons has been issued, and not elected by the AGM.**
 - e) Those who have been elected/appointed to positions at the AGM are required to sign the *relevant declaration of consent*.
- 3) Financial documents and reports are to be presented to the meeting.



- 1) Complete the *AGM Return online form*
 - a) *Financial Statements* upload – the treasurer uploads the required financial statements as per [the Prescribed Financial Statements for 2023](#), as circulated on 6 December 2023.
 - b) If the current office holders are re-elected/re-appointed, their appointments can be *extended*, with the option to update their email address.
 - c) If a current office holder is not re-elected/re-appointed, their appointment is not extended, and *a new appointment* needs to be added.
 - i) It is important that as much information as possible is provided in the details section so that the Registry can attempt to match the appointment to an existing record on our database.
 - ii) Prior to submitting the information for the appointments, please confirm with the individual that the details being submitted to the Registry are correct.
 - (1) *NB:* It is important that the declaration of consent has been signed so that the personal details of the appointments are able to be sent to the Registry.
The completed consent and attendance declaration sheets are to be kept on file by the Parish; they do not need to be submitted to the Registry.
- 2) Complete ACNC submission
 - a) If there is a change to the membership of the Parish Council, ACNC's list of Responsible Persons will need to be updated. See the [ACNC page](#) on the SDS website for more information.



- 1) Once Registry staff have finished processing the AGM return, a confirmation email will be sent to the Rector/Acting Rector with a link to the current list of office holders.
- 2) This link will give options to update the list if needed throughout the year. It will also sit in the *Surveys & Forms tab* within your [Parish Portal](#).