

CONDUCTING AN ANNUAL GENERAL MEETING ELECTRONICALLY

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ANNUAL GENERAL MEETING (AGM)

An annual general meeting is a meeting of all the members of an incorporated association which must be held once during each calendar year. Annual general meetings must be held within five months after the end of the association's financial year.

The association must hold its annual general meeting after its financial year ends, to allow for the association's financial statements for that year to be presented to members.

The annual general meeting must be convened in accordance with law, using the procedures in the association's rules. For more information about the rules, visit the Consumer Affairs Victoria Incorporated Association rules section [here](#).

ONLINE AGM'S

You may use any technology to help conduct general meetings. For example:

- teleconference
- videoconference
- online video communication.

A member who takes part in a general meeting through the use of technology has the same rights as the members who are present at the meeting, this includes voting rights.

UPDATING ASSOCIATION DETAILS IN NETBALL VICTORIA'S CRM

The Netball Victoria CRM is the platform used to manage and maintain information about your association, it also ensures Netball Victoria has the most up to date contact details for each Affiliate. At your AGM the office bearers for the coming year will have been elected, please login to your profile to update details of Key Personnel. Click [here](#) to login to the CRM.

We suggest including an agenda item to update the register in your annual general meeting.

For more information on accessing the CRM view the Accessing the CRM Fact Sheet [here](#).