



# Tutorial: Annual meeting

## During the financial year:

- Please decide in plenty of time when you plan to hold your annual meeting, so that you have time to prepare properly. Information about when you need to call the annual meeting by can be found in your statutes. Hint! An annual wheel can facilitate the planning of the business and make it easier to remember important dates, such as the date of the annual meeting. On our website you will find [a suggestion of what an annual wheel might look likea.](#)
- Write minutes at your board meetings. Prior to the annual meeting, you must submit both board minutes and your financial statements to the association's auditors. Hint! By continuously submitting reports to the auditors during the year, you facilitate their work and give them better insight into your business. It allows them to raise the alarm if something is not right.
- Inform the nominating committee which persons within the current board have assignments that end at the upcoming annual meeting. Find out if they want to run again or if the nominating committee must work on finding other candidates for the various board assignments. The nominating committee presents its proposal for new and re-elected ordinary members at the annual meeting. Hint! If the board and the nominating committee have a close and ongoing dialogue, it is usually easier for the nominating committee to get an idea of which competences and assignments need to be appointed at the next annual meeting. The more accurate the descriptions of assignments are, the easier it is to find candidates.
- Discuss any motions that arrive for the annual meeting and write an opinion from the board for each received motion. Send out motions and opinions to your members in plenty of time (according to your statutes) before the annual meeting. Hint! Please emphasise that members can submit motions at any time during the year, and not only in connection with the annual meeting.
- Discuss and prepare any suggestions for changes from you as the board. Write down these as propositions and present them to the members in plenty of time (according to your statutes) before the annual meeting.
- You will also need to prepare other presentations for the annual meeting. In the next section, you can read about what information and documents are involved.

## Ahead of the annual meeting:

- Determine the time and place of the annual meeting: Should it be done in person, digitally or both? Does the venue need to be booked? What digital video service should you use if the meeting is to take place digitally?

- When the time and place for the annual meeting is determined: Send out the invitations. Be sure to send out the notice in a timely and correct manner (how and when is in your statutes).
- Prior to the annual meeting, members need to be able to access these documents in advance (how far in advance are described in your statutes):
  1. Agenda or list of topics.
  2. Annual report.
  3. Financial statements.
  4. Auditor's report.
  5. Draft business plan.
  6. Draft budget.
  7. Opinions on motions and proposals from the board.
  8. Proposals from the nominating committee.

*Hint! Remember that the agenda of your association or your confederation is specified in your statutes. This means that the agenda you send out for the annual meeting needs to be in line with the items your statutes state that the agenda should contain.*

- Decide together with the nominating committee who will hold the annual meeting (be chairperson of the meeting) and who will take notes during the annual meeting (be the meeting secretary).
- Hand over your financial statements and board minutes to the auditors.
- Review your membership register to make sure it is up to date; it is necessary to know who has the right to vote at the annual meeting.
- Do you need to prepare anything else for the meeting? For example, do you need to serve coffee?

### **During the annual meeting:**

- Here you will find [a step-by-step guide for conducting an annual meeting](#).

### **After the annual meeting:**

- Sign the minutes from the annual meeting and save them. It is the chairman, secretary and adjuster of the annual meeting who must sign the minutes. Remember that it is your own organisation (the association or confederation) that is responsible for the annual meeting minutes.
- Update contact and information on names, for example, on the association's website, in IdrottOnline and with the Swedish Tax Agency. This applies, for example, if you have decided at the annual meeting to change the name of the association. It is important that the data is correct in all places. Hint! Remember to change information about the board, the nominating committee and other positions of trust. Also communicate the new information to all members after the annual meeting.
- Determine the date and time of the inaugural meeting of the newly elected board (unless you hold this right after the conclusion of the annual meeting). Hint! It will be easier for the new board to get on with the assignment if you have routines for competence transfer from the old board to the new one. It also reduces the risk of ongoing work being lost. Finding common rules and working routines for the newly elected board can also facilitate the work on both individual and joint assignments.