

ANNUAL GENERAL MEETING 2024

CHECKLIST

You can notify us online of those who have been elected or appointed at your AGM. All positions are to be submitted online. The below checklist is to help you identify if you have submitted everything that is required.

Items to be submitted to the Diocesan Registry:

	Check once completed
<ul style="list-style-type: none">• 2024 Annual General Meeting form submitted online; <i>(refer to email from Mrs Catherine Rich dated 31 January 2024)</i> This includes the election and appointment of Wardens, Parish Councillors, Parish Nominators, Treasurer and also Synod Representatives (if there were vacancies in 2024).	<input type="checkbox"/>
<ul style="list-style-type: none">• Audited Prescribed Financial Statements <i>(refer to circular from SDS dated 1 December 2023 which is available on the SDS website)</i>	<input type="checkbox"/>
<ul style="list-style-type: none">• Statement of Insurance Policies arranged by your parish; <i>(refer to circular from SDS dated 6 December 2023 which is available on the SDS website)</i>	<input type="checkbox"/>

To be submitted as soon as possible, usually within 7 days after your AGM.

For further detail as to what is needed for the Annual General Meeting and its returns, please refer to the email from the Diocesan Registrar, Mrs Catherine Rich dated 31 January 2024.

Declarations

You need to retain in the parish records the declarations made by those attending the AGM and also the declarations made by those elected or appointed. Templates are available to download to assist you.

If you have any questions about submitting this information, please contact the Diocesan Registry initially by sending an email to registry@sydney.anglican.asn.au or you can call the Assistant Registrar, Dr Stephen McGuinness on 9265 1621.