

# Organising a Federation AGM



*Scoca*

**A step by step guide for Associations hosting  
(or thinking of hosting)  
an Annual General Meeting**

# Contents

Introduction	2
<b>Having made the decision - What next?</b>	
Contact the Federation and book the Year	3
Contact the Cathedral/Church and book the Date	3
Find a Venue	3
Plan the layout of the day	3
Things to consider when planning the day	4
Talk to other Associations and the Federation	4
The Catering	4
Booking Forms and Information	4
Sample Booking Form	5
Membership Cards	5
Federation Merchandise	5
Booking Forms Returned to Host Association	6
Who pays for what?	6
<b>The Week Before</b>	
Delivery of Once a Chorister Magazines	6
<b>On the Day - Checklist</b>	6

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## Introduction

This information has been produced to help an Association decide if they want to host an Annual General Meeting and then act as a guide to help plan and run the event.

It should be stressed that it is only a guide and not prescriptive. It is based on past AGM's which have followed the same basic format, but each has injected their own individuality to the programme.

The terms "Cathedral" and "Dean" are used throughout but include all choral foundations affiliated to the Federation and their respective senior clergy, etc.

The event takes place on the Saturday after the May Day Bank Holiday, usually between 6<sup>th</sup> and 12<sup>th</sup> May

The organisation should be as straight-forward as organising your own Association's Reunion. It is also an excellent way to welcome the Federation to your city/town and to

introduce the members of your Association to the Federation when it may not be possible to host the Festival.

## Having made the decision, what next?

### Contact the Federation and book the year

Having agreed to host an AGM, the first thing to do is contact the Honorary Secretary of the Federation and book the year you would like. It should be noted that the Federation does have bookings a number of years in advance, especially if you wish to book a special year in the life of your Association or Cathedral.

### Contact the Cathedral and book the date

When you have the date booked with the Federation, you need to consult with your Cathedral's Dean and Chapter and Music Department to book the date. Once the date has been confirmed, make sure it is in everyone's diary, especially the Cathedral's, and ensure that everything is confirmed in writing by both sides. Once the booking is confirmed it will appear on the Federation website [www.fcoca.org.uk](http://www.fcoca.org.uk).

### Find a Venue

You will need to find a venue that can accommodate around 35 delegates and their wives for lunch and 30 for the meeting itself. The two do not necessarily need to be in the same building, but they do need to be in close proximity both to each other and the Cathedral.

You may also need to accommodate the 12 members of the Federation Executive Committee who may want to meet for an hour or so during the morning. Ideally this should be in a room away from the main activities, set up in a boardroom style with a large table and chairs around it.

There will also need to be an area for delegates to register

### Plan the layout of the Day

#### Example Itinerary

10.00	Registration with Tea/Coffee
10.30	Tour of Cathedral/Church
	Federation Executive Committee Meeting
11.45	Drinks Reception / Welcome by the Dean
12.15	Lunch
13.15	AGM
	Tour / Activity for those not at the meeting
*15.30	Evensong
*16.30	Tea

\*These can be switched round depending on the time of Evensong

## Things to consider when planning the Day:

- Delegates will often have travelled a long way to attend, so a welcome cup of tea or coffee when they register will always be appreciated.
- It is customary to arrange a Guided Tour of your Cathedral in the morning, so you will need sufficient guides available to be able to split the delegates into manageable groups. The Federation Executive will use this time to have their meeting.
- The Dean of the host Cathedral usually likes to make an appearance and asking him/her to do an official welcome works well. There are often drinks served at this point, a glass of wine or sherry and something non-alcoholic for the drivers is usual.
- Lunch can be a buffet to keep the cost down (see 'Catering' below).
- **There needs to be a two hour time slot for the AGM**
- Seating for the AGM needs to be arranged in a theatre style, with rows of chairs facing a top table. The Officers of the Federation will conduct the meeting from this table, so at least 3 chairs (Chairman, Secretary, Treasurer) need to be placed behind it.
- Whilst the AGM is in progress, there is usually an activity laid on for those attending the day but not the meeting itself. This group is usually the wives of delegates and the activity needs to be different from the tour of the Cathedral in the morning, as most will have already done that..
- If you have these activities in various places around your Cathedral / City then you will need to factor in travel time between each venue.
- It is customary for the host Association to ask the Federation's Chairman (in advance) to read a lesson at Evensong (subject to the approval of their Dean and Chapter). The Federation prayer can also be included (see "Who we are" page on the website [www.fcoca.org.uk](http://www.fcoca.org.uk) ).

## Talk to other Associations and the Federation

As you are planning your AGM, don't be afraid to talk to other Associations that have hosted an AGM in the past if you have not been able to attend a recent gathering. They, and the Federation Secretary, will also be able to provide you with a copy of their booking form and other literature.

## The Catering

You will need to provide the following:

- Tea and Coffee on arrival
- Possibly a glass of something at the Welcome
- An optional lunch which can be a buffet to keep the cost down
- Tea and coffee in the afternoon

## Booking Forms and Information

The host Association is responsible for producing the following:

- Welcome Letter usually from the Dean
- Programme of Events and other information including parking arrangements, accommodation list, etc.
- Map
- Booking Form

At least 8 weeks prior to the AGM, you will need to email copies of all the paperwork to the Federation Secretary who will suggest any amendments before he/she emails them out with the AGM paperwork to all the Association Contacts and members of the Executive Committee. This needs to be carried out at least 6 weeks prior to the date of the meeting.

## SAMPLE BOOKING FORM

Name: .....

Address: .....

.....Post Code.....

E-mail: .....Tel No. ....

Association or Individual Member.....

Guest Name (s) .....

Please complete selected items below:

Time	Event	Number required	£
10.00a.m.	Arrival – Tea/Coffee	<input type="checkbox"/>	@ 1.50
10.30 a.m.	Cathedral Tour	<input type="checkbox"/>	@ 2.00
	Executive Committee Meeting	<input type="checkbox"/>	
11.45 a.m.	Sherry Reception	<input type="checkbox"/>	
12.15 p.m.	Lunch including Tea/Coffee	<input type="checkbox"/>	@12.00
	Vegetarian option ?	<input type="checkbox"/>	
1.15p.m..	AGM	<input type="checkbox"/>	
	Tour/Visit for those not attending	<input type="checkbox"/>	@ 2.00
3.30 p.m.	Choral Evensong	<input type="checkbox"/>	
4.30 p.m.	Afternoon Tea	<input type="checkbox"/>	@ 2.00

TOTAL £ \_\_\_\_\_

Please send this form with your cheque payable to (*the association*) no later than (*10 days before the meeting?*) please.

### Membership Cards

All delegates attending need to wear a Federation Membership card. Those who have not attended before or who have lost their card will need to order another one **directly from the Federation** together with a lanyard and holder, at least two weeks before the event. Please mention this in the covering letter and refer delegates to the Membership page on the website at [www.fcoca.org.uk](http://www.fcoca.org.uk)

### Federation Merchandise

To save on postage costs, delegates can also be advised in the covering letter to order any merchandise requirements at least two weeks before the event, so that they can be collected and paid for at the festival. They should be directed to the Merchandise page on the website [www.fcoca.org.uk](http://www.fcoca.org.uk)

## **Booking Forms Returned to Host Association**

Once booking forms have been circulated by the Federation Secretary, they will be returned to the host Association along with any payments due. You will need to decide who will receive these bookings and include their name and address on the form and set a realistic closing date that is not too long before the day but does give you time to confirm numbers, etc. As bookings and apologies come in, list the details on a spreadsheet including which Association they represent. This information then needs to be emailed to the Federation's Secretary as soon as the closing date has passed.

## **Who pays for what?**

As it is the Annual General Meeting of the Federation, the Federation will cover any reasonable cost of room hire. This will mean that delegates will not be charged for attending the meeting.

Copies of invoices for any room hire should be sent through to the Federation's Treasurer either for payment direct to the supplier or re-imburement to your Association if the invoices have already been paid.

Delegates who choose to have lunch, tea and coffee or book for any tours where there is a cost will pay for all these items themselves. Payment for this should be made to your Association and you should deal directly with the caterers and tour providers and deal with their invoices.

## **On the Day**

- If your car park area is a distance from the Cathedral, direction signs or even marshals wearing bright yellow jackets showing the way will make life much easier for delegates.
- Ensure that the members of your Association acting as stewards are clearly labelled as such and are in the places they need to be.
- As delegates arrive, tick off their names against the bookings received.

September 2017