



## Annual General Meeting Toolkit

Annual General Meetings (AGMs) or annual meetings (if the setup is more informal) are a vital and important cornerstone in an active and inclusive Alumni Network, and a great chance to get everyone 'on board' for the coming year.

Below you will find a step-by-step manual on how to arrange an AGM. Feel free to tailor it to your local DAN setup and constitution.

The Annual Meeting should be held by the end of February, at the latest, in order to set an activity plan for the upcoming year.

If the local network has a minimum of 20 alumni members and has been active for minimum a year by arranging at least two activities for the alumni members, you can apply for an annual meeting grant up to DKK 4000 (depending on the number of members) for arranging e.g. drinks and a small buffet and perhaps a guest speaker on a current topic.

### Step by Step manual

1. Decide on a date and time and set up a link with information and a registration form online. Send this link to all the members of the Network, and also to DAN team/DFC.
2. Contact the Danish Embassy (if such exist) in your country to let them know that you plan to hold an annual meeting. Maybe they can host you or participate.
3. Set up the agenda. You may use the template 'Agenda – Annual General Meeting', and may include more topics as needed, or adapt as required.
4. Think about if you would like to add something else to your meeting to make it more attractive. Maybe an inspirational speaker or Danish cultural feature.
5. If the conditions for obtaining a grant are met, you may send an application with a rough budget to show how you will use the grant to alumni@dfcentre.dk (and wait for approval on max. 2 weeks).
6. Invite all members of your Network by social media and email, at least three weeks before the meeting. Attach your 'Agenda Annual Meeting' to the invitation. If you are unsure that you have the contact information to all Danida Alumni, DFC can help you to send an email to all Alumni in your region to insure inclusiveness. Just send the invitation text to alumni@dfcentre.dk and we will help you with the send out.
7. Offer the participants to send in suggestions or discussion topics beforehand. It should also be possible to leave interest to be part of the board.
8. You may also invite other DAN Networks. It could help continental collaboration and build global participation and interaction. Other stakeholders could also be invited as observers and to bring fraternal greetings.
9. If virtual participation is possible, it is highly recommended to make such arrangements for the benefits of Network Members.
10. Other stakeholders of the local DAN could be invited as observers and to bring fraternal greetings.
11. Arrange for food and drinks as well as book the venue.

12. After the meeting send in the list of participants and meeting notes to members of the Network, and to alumni@dfcentre.dk

## **Reporting**

We are very grateful that you have engaged in an Alumni activity and hope it turned out well. It is important that you, after organizing an event funded by Danida Fellowship Centre, send in the required event reporting. We need to be able to evaluate our support and measure outcomes. Please send in the report no later than three weeks after your event has taken place.

Send in the following documents to alumni@dfcentre.dk:

- List of participation (including information on the Alumni members)
- Breakdown of final budget including copies of receipts (If you have received a grant)
- The final programme
- Three pictures
- Summary Report on the meeting outcomes

## **Agenda – Annual Meeting [YYYY-MM-DD] – [Name of your network]**

### **1. The opening of the meeting**

When the meeting starts according to the notice, someone will open the meeting, such as the Chairperson/Coordinator of the Network.

### **2. Chair of the Meeting**

The Chair of the meeting is leading the meeting and keeps up with the proposals that the members will vote for or as enshrined in the Constitution. This may be the same person, who leads the Alumni Network.

### **3. Meeting Secretary**

The meeting Secretary is the one who notes what is decided at the meeting. This is called the Annual Meeting Protocol. It will be saved so that the new board/coordinating team knows what to do until the next annual meeting and so that interested members can read about what has been decided. Documenting Action Points (with responsibilities and timelines) is a good practice for Effective follow through on the meeting's deliberations and resolutions.

### **4. Board/Team report for last year**

The Board/team reports what happened during the previous year; what kind of get-togethers or events took place and the outcome.

### **5. Suggestions from the members**

Proposals from the board/team or members that they want the annual meeting to decide on. Often it is about what the Network should focus or invest in.

### **6. Operational plan of the year**

Here the members decide together what the network will do until the next annual meeting; what kinds of events the Alumni Network plan to do or other activities: For example: plan a pre-departure event for new Danida scholarship holders, 'Welcome Home' event etc. During the year, the Board/team will ensure that the plan is followed.



**7. Election of the Board/Coordinating team for the coming 1 – 2 years** (as per modus operandi of the local network)

When choosing a Board/Team, keep in mind that it is only okay to choose someone who has self-approved/accepted to be elected. The Board consists of at least three different persons chosen on a bi-annual basis. The same people can be elected each “year” but it is important that anyone who wants to get the chance to join the board/team.

**8. Other Business**

Here the members can bring up other matters/questions that the Annual Meeting can consider, decide on, or be informed about.

**9. End of the meeting**

**DAN Tip (in call out boxes):**

- Early communication time to ALL members (e.g. save the date sent at least 2 months in advance is helpful)
- AGMs are good opportunities to register Alumni Members for the Country Register and on to the DAN Portal
- Venue for AGMs can be rotated to ensure inclusion and outreach to other parts of the Country.