

MODULE 1.2, HANDOUT #1: Functions of the AGM

Role	AGM	GM
1. Conservancy Committee gives feedback to members on progress and activities.	Yes – formal Chairperson's Report and Treasurer's Report	Yes
2. Members approve Financial Statements .	Yes	No
3. Members amend and approve Annual Budget and Workplan .	Yes	Usually at AGM
4. Members elect financial auditors.	Yes	Usually at AGM
5. Members elect next Conservancy Committee.	Yes	As needed
6. Set rules and regulations for the proper management of the conservancy. These include: <ul style="list-style-type: none"> • Approve Game Utilisation Plan • Approve Benefit Distribution Plan • Approve policies and guidelines by which the CC and staff must function • Grant tourism concessions • Approve Zonation Plan 	Yes	Yes
7. Members approve proposed changes to the constitution.	Yes	Yes
8. Members approve proposed changes to policies.	Yes	Yes
9. Opportunity to update the members' register.	Yes	Yes
10. Members assess functioning of conservancy.	Yes – main opportunity	Usually at AGM
11. Members give instructions and guidance to the CC.	Yes	Yes
12. CC to educate members on the purpose and functioning of the conservancy.	Yes	Yes
13. Other decisions taken as outlined in the constitution.	Yes	Yes

MODULE 1.2, HANDOUT #2: Different types of general meetings (page 1 of 2)

General Meetings are ALL those meetings to which ALL conservancy members are invited and in which they are allowed to participate and vote. There are basically 3 categories (may have different names):

1. The **Annual General Meeting**, which is regularly scheduled and only held once yearly.
2. **Ordinary General Meetings** which are regularly scheduled (but may be 1 or more times per year).
3. **Special Meetings** which are NOT regularly scheduled but may be called whenever necessary (following constitutional procedures).

TYPE OF MEETING	DESCRIPTION AND CHARACTERISTICS	PURPOSE
<p>1. Annual General Meeting</p> <ul style="list-style-type: none"> • Highest decision-making forum and biggest formal mandatory meeting for the conservancy. • Members collectively have authority to make decisions to be implemented by CC. • Constitutional requirement. • Legislative requirement. 	<p>Involves all members (and therefore it automatically includes CC members, Area Committee members etc). Any <u>invited</u> stakeholders may be involved:</p> <ul style="list-style-type: none"> • Held yearly. • Allows conservancy members to question and direct Conservancy Committee members on the running of the conservancy through decisions taken by the general membership. • CC uses this opportunity to seek approval of reports, Annual Financial Statements, Annual Budget proposals, Annual BDP proposals, Workplans, etc., according to the constitution. • CC uses this as an opportunity for feedback and discussion on achievements, progress and future plans. 	<p><i>Formal</i> Presentation of reports and proposals:</p> <ul style="list-style-type: none"> • Report on annual progress. • Annual Financial Statements. • Workplan presentation/proposal. • Budget presentation/proposal. • BDP presentation/proposal. • Dialogue with members. • Problem solving. • Election of new CC members, office bearers.

MODULE 1.2, HANDOUT #2: Different types of general meetings (page 2 of 2)

TYPE OF MEETING	DESCRIPTION AND CHARACTERISTICS	PURPOSE
<p>2. Ordinary General Meeting (sometimes also called 'General Meeting').</p> <ul style="list-style-type: none"> • Must look in each constitution to see how it is defined and named. • Only if provided for in the constitution. 	<p>These meetings are open to all members in the conservancy and are often used to establish the views of individual members or give the general membership feedback as to what is going on.</p> <ul style="list-style-type: none"> • Sometimes regularly scheduled 1, 2 or 3 times a year. • Meeting advertised a month or so in advance. • Meeting can consist of one main issue to discuss, or more. 	<p><i>Less formal</i></p> <ul style="list-style-type: none"> • Ideas generation. • Feedback on progress and issues coming from CC meetings. • Problem solving. • May be used for Amendments to constitutions, budgets or plans.

TYPE OF MEETING	DESCRIPTION AND CHARACTERISTICS	PURPOSE
<p>3. Special General Meeting (sometimes also called 'Extraordinary General Meeting').</p> <ul style="list-style-type: none"> • Must look in each Constitution to see how it is defined and named. • Only if provided for in the constitution. 	<p>These meetings are open to all members, and usually deal with urgent matters that cannot wait until the next AGM or Ordinary General Meeting.</p>	<p><i>Formal</i> – because the matter is urgent and therefore likely to deal with:</p> <ul style="list-style-type: none"> • Elections to fill a vacancy. • Additional expenditure approval. • Urgent staff/enterprise/contract issue. • Urgent disciplinary issue. • Urgent financial management issue.

MODULE 1.2, HANDOUT #3: Characteristics of successful and unsuccessful AGMs (page 1 of 2)

What are the key characteristics of successful AGMs?

A successful and effective AGM (or any other meeting for that matter) is planned far in advance and the arrangements are made in such a way that the participants are able to attend, are comfortable, and are able to hear what the meeting Chairperson says. In addition, the set objectives are accomplished. The following are some of the characteristics of an effective AGM that need to be considered:

- Early invitations are sent out to all who are supposed to attend the meeting.
- A clear Agenda is set, which can be adjusted and followed.
- The Chairperson takes charge of the meeting.
- The Secretary (or other record-keeper) must take the minutes.
- The Treasurer, Conservancy Management or Executive Committee members should present required reports.
- The members are allowed to ask questions and participate.
- Members and participants are allowed to challenge issues and CC where there is a need.
- AGM should be kept on track.
- The Chairperson monitors the mood of the people at the AGM and makes sure not to 'lose' people. Keeps everyone participating as much as possible.
- Decisions are taken and recorded.
- Elections held according to the proper procedure.
- Activities for follow-up are clearly recorded.
- Members' awareness platform created.
- The constitution is referred to throughout the meeting before any decision is made.
- Important issues are given sufficient time.

MODULE 1.2, HANDOUT #3: Characteristics of successful and unsuccessful AGMs (page 2 of 2)

What are the key characteristics of unsuccessful AGMs?

What are the characteristics of failed or non-effective AGMs or meetings you have observed or attended?

Possible answers are as follows:

- No room for participation given to members or AGM attendees.
- No questions or challenges to issues allowed during the AGM.
- No clear Agenda followed, or if available Agenda not followed.
- The Chairperson is not able to control and guide the AGM.
- Women's contributions sometimes not regarded or taken seriously.
- The Conservancy Chairperson and/or CC are dominating the AGM.
- No records kept of AGM.
- No circulation of the minutes and reports in advance.
- No quorums.
- Late invitations to members and key persons.
- Important issues left until last, when all are tired and going home.

MODULE 1.2, HANDOUT #4: AGM issues in conservancy constitutions

	AGM: Election and voting issues	What constitution says	OK Y/N
1	AGM date [specified, month?]		
2	Advance notice [days?]		
3	Venue [unspecified; rotating?]		
4	Agenda [required with notice?]		
5	Required Agenda items: which also explicitly require approval		
6	<i>Chairpersons Report</i>		
7	<i>Annual Financial Statements</i>		
8	<i>Independent Audit</i>		
9	<i>Annual Budget proposal</i>		
10	<i>Annual BDP proposal</i>		
11	<i>NRM</i>		
12	<i>Workplan</i>		
13	Quorum		
14	Decision-making thresholds (e.g., 51% majority; 2/3 majority?)		
15	<i>For ordinary resolutions/approvals</i>		
16	<i>For constitutional amendments</i>		
17	<i>For disciplinary sanctions/removal</i>		
18	Elections? How often?		
19	<i>CC in Areas or AGMs</i>		
20	<i>Office bearers at AGM</i>		
21	<i>Secret ballots</i>		
22	<i>Other than secret ballots</i>		
23	<i>Support organisation monitors</i>		
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MODULE 1.2, HANDOUT #5: Tasks to be undertaken before the AGM (page 1 of 2)

Timing	Task	Responsible
Three to four months before AGM	<ol style="list-style-type: none"> 1. Prepare submissions and summaries of documents requiring ratification. 2. Prepare translations if necessary. 	CC, Manager, Secretary and Treasurer, instructed by Chairperson
Two months before AGM	<ol style="list-style-type: none"> 1. Draft Agenda with inputs from CC (including Area Reps) and staff. 2. Finalise submissions and summaries of documents requiring ratification. 3. Request nominees for election from Area Reps. Make any requirements of the position(s) clear. 	<ol style="list-style-type: none"> 1. = Monthly CC meeting. 2. = Manager, Secretary and Treasurer instructed by Chairperson 3. = Chairperson 4. = Manager and Chairperson
Six weeks before the AGM	<p>Hold meetings with Areas to:</p> <ol style="list-style-type: none"> 1. Present proposed Agenda to members and obtain appropriate AGM Agenda items from members. 2. Present and distribute relevant summarised documents for discussion and comment. 3. Obtain nomination forms for Area CC candidates (set deadline for submission of about 2 weeks). 4. Inform members of the date of the AGM. 	Area Reps
To be done after Area meetings and before CC pre-AGM meeting	Compile all Agenda points and nomination forms submitted by members or Area Reps and submit to Chairperson to make additions to draft Agenda.	Secretary
30 days before AGM	<p>Have a pre-AGM meeting to:</p> <ol style="list-style-type: none"> 1. Plan the logistics (see next section). 2. Prepare for discussions of Financial Reports. 3. Establish proposed Budget and Workplan for the next year. 4. Finalise AGM Agenda. 5. Screen and sign off minutes of previous AGM. 	CC

MODULE 1.2, HANDOUT #5: Tasks to be undertaken before the AGM (page 2 of 2)

Timing	Task	Responsible
Immediately following the CC pre-AGM meeting	<ol style="list-style-type: none"> 1. Finalise submissions for discussion, including summaries and translations. 2. Have copies of the above made for distribution. 	CC, Manager, Treasurer and Secretary under lead of Chairperson
21 days before AGM (following the pre-meeting held by the CC)	<p>Hold a pre-meeting with Areas to:</p> <ol style="list-style-type: none"> 1. Review Financial Reports prepared by CC. 2. Distribute copies of final Agenda for AGM. 3. Review and discuss minutes of previous AGM and record corrections for use at AGM. 4. Discuss position regarding submissions and make proposals for amendment. Area Rep to take these to AGM. 5. Elect area representative to represent this Area in the next committee. 	Area Reps

MODULE 1.2, HANDOUT #6: Timetable of logistical arrangements for the AGM

Logistics	Who and by when	Done (Y/N)
1) Budgeting for the AGM: How much money has been budgeted for the AGM?	E.g. CC with inputs from Treasurer at start of year.	
2) What date has been set for the AGM? The date and day chosen should be based on maximising attendance of the TA, CC, members, guests and government.	E.g. Chairperson, 2 months prior to event.	
3) Arranging transport: Will transport for members and/or CC members be arranged? If so, who will provide it?		
4) Arranging accommodation and food: Who will be accommodated? Who will set the menu, work out quantities and buy the food? If game is going to be hunted who ensures quotas/permits are in place, has hunting, transport and cooling been arranged? Who will arrange pots etc., and who will be the cooks and waiters on the day? What was budgeted for food for the meeting?		
5) Arranging a venue and equipment: The venue must be able to accommodate the number of expected members and possibly be able to deal with bad weather. Equipment (such as flipcharts and projectors) needs to be arranged ahead of time. Does the venue need to be booked?		
6) Is an external mediator required? An external mediator may be required if the AGM is likely to deal with contentious issues. Who can be called upon that both parties will agree to? Who will arrange this? And by when?		
7) Using the membership register: Who will be allowed to take part and vote? The membership list should be updated. Who will do this before the meeting?		
8) Publicizing the AGM: Use national radio, existing fora and meetings to publicize the AGM. Specify points of discussion and local preparation meetings or strategies to prepare for the AGM. Area meetings will be held as part of the preparation process. Should this process not be sufficient to inform people, another option is to visit villages or farms in the conservancy beforehand to inform the members about the AGM. Who will be tasked to undertake these activities?		
10) Copies of submissions, voting forms, Agenda etc. : Who will make these copies and distribute them and make enough available on the day of the meeting? How many copies of each will be made? Who will organise translation of documents in advance?		
11) Preparations to vote: The AGM voting procedure(s) should be checked before the AGM and the necessary preparations made. Who will do this? Are there enough ballots and pens? Identify electoral officers to oversee the election process and assistants to help with counting. They should be respected individuals and – as far as possible – independent and should not be standing for election themselves.		

MODULE 1.2, HANDOUT #7: Typical AGM Agenda (page 1 of 3)

Agenda for the **Annual General Meeting** for _____ Conservancy, which will take place at _____ [venue],
on: ___/___/20___, from _____ [starting time] to _____ [planned finishing time].

ITEM	TOPIC	BRIEF DESCRIPTION	PRESENTED BY	TIMING
1.	Prayer, National Anthem	n/a	Pre-arranged person to lead	08h15 – 8h30
2.	Welcome and introductions	<ol style="list-style-type: none"> 1. Opening address 2. Introduction of main groups present 	Chairperson	08h30 – 08h45
3.	Adoption of Agenda	<ol style="list-style-type: none"> 1. Go through the Agenda and add any other business that is relevant at AGM level 2. Adopt Agenda 	Chairperson	08h45 – 09h00
4.	Previous minutes	<ol style="list-style-type: none"> 1. Go through the content of the previous AGM minutes 2. Request a proposal of adoption 3. Request someone to second the adoption 	Chairperson	09h00 – 09h30
5.	Matters arising from previous minutes	Discuss action points and progress made	Chairperson	09h30 – 09h45
Tea				09h45 – 10h15

MODULE 1.2, HANDOUT #7: Typical AGM Agenda (page 2 of 3)

ITEM	TOPIC	BRIEF DESCRIPTION	PRESENTED BY	TIMING
6.	Chairperson's Report	<ol style="list-style-type: none"> 1. Outline progress made during last year, achievements, challenges and way forward. 2. Questions and discussion. 	Chairperson	10h15 –10h45
7.	Financial Report	Report on: <ol style="list-style-type: none"> 1. Financial status of the conservancy. 2. Audited report from the previous year. 3. Balance sheet, income and expense statement per budget line (for current year only) and according to policy. 4. Discussion and adoption. 	Treasurer or appointed person	10h45 –12h15
Lunch				12h15 –13h15
8.	Presentation of issues; discussion and adoption of plans	<ol style="list-style-type: none"> 1. Any proposed changes to the constitution. 2. Proposed changes or additions to policies and rules. 3. Benefit Distribution Plan, with activities to implement. 4. Management Plan, with activities to implement. 5. Zonation Plan. 6. Elect financial auditors. 	Chairperson + relevant person	13h15 –15h15
Tea				15h15 – 15h45

MODULE 1.2, HANDOUT #7: Typical AGM Agenda (page 3 of 3)

ITEM	TOPIC	BRIEF DESCRIPTION	PRESENTED BY	TIMING
9.	<i>Presentation of next year's Workplan and budget</i>	<ol style="list-style-type: none"> 1. Workplan according to purpose (management framework). 2. Budget according to budget lines and policy. 3. Presentation, discussion and adoption. 	Chairperson	15h45 –16h15
10.	<i>Elections</i>	As per constitution	Chairperson	16h15 –16h45
111.	<i>Other business</i>	As identified (not encouraged if all involved in the development of the Agenda).	Chairperson	16h45 –17h15
12.	<i>Closure</i>	n/a		17h15 –17h30

MODULE 1.2, HANDOUT #8: Roles and responsibilities in conducting the AGM (page 1 of 2)

Who	What	How
*Chairperson	Ensures everything is ready to begin	Checks the preparations are fully completed as per logistical arrangements/planning for the AGM. All the key guests attending have arrived and are courteously greeted. Key Agenda people are present and have their documents. Checks quorum.
Chairperson	Opens the meeting	Starts on time and keeps to timings allotted for each Agenda item.
	Keeps the meeting on track	Follows the Agenda, introducing each topic/person and making sure the topic is properly completed before moving on to the next one.
		Keeps order if discussions get heated: reminds participants about the objective of the discussion, recaps the issues, and suggests solutions/options if the discussion becomes deadlocked.
		Ensures people remain on the point of the topic/discussion; prevents people from going back over previous topics; points out to people that what they may want to raise is covered later in the Agenda; allows one person to speak at a time.
	Maximises member participation	Asks what others think if one or two people dominate the discussion; what the women think if men are the main contributors. Ensures representatives from each Area/village/block have an opportunity to speak; reminds the members of their rights/obligations to participate and that it is they who give the CC the mandate to act on their behalf. Therefore the CC must be informed of their thinking, needs and preferences – as well as their decisions.
	Ensures good decision-making	Summarises the key points of a discussion and checks the attendees agree; if there is a majority position states that position and asks if the attendees agree; ensures resolutions are clearly presented and understood by the attendees; specifically asks for members decision/approval on the relevant items and makes sure any voting procedure is properly followed; makes sure the decisions taken are clear and are fully understood by the members.
	Presents the Chairperson's Report	Document was pre-written and distributed in advance so the Chairperson may choose to summarise the key points or present the report in full. May present some sections but allow others to cover specific sections. E.g.: Field Officer presents on NRM; Enterprise Committee member presents on joint ventures.
	Presents the Workplan and Budget for the coming year	Documents were drafted previous to the meeting but need to be fully explained at the AGM and members approval/amendment proactively sought.
Facilitates election process	Asks nominated candidates whether they want to stand for election; ensures the chosen voting process (e.g., secret ballot, show of hands) is conducted fairly; counts the votes; announces the results.	
Closes the meeting	Thanks the guests and members for their participation; the CC for their work; welcomes any new committee members; recaps key decisions; suggests date/venue for next AGM.	

*(may delegate to manager or someone suitable)

MODULE 1.2, HANDOUT #8: Roles and responsibilities in conducting the AGM (page 2 of 2)

Who	What	How
Treasurer	Presents Annual Financial Report .	Document was drafted and distributed prior to the AGM. Needs to be copied onto a flipchart beforehand and fully explained at the AGM, including any issues or discrepancies. Questions and discussion should be actively sought from the members before seeking their sign off/acceptance of the report.
Secretary (or other record-keeper)	Takes minutes of the meeting.	Makes sure all the relevant documents are ready, e.g., constitution, previous minutes, Management Plan, etc; circulates an attendance list; distributes Agenda; clearly notes any decisions/resolutions taken; clearly notes any action points (who is responsible and by when they will be carried out); checks detail with the Chairperson if anything is not clear.
Support person/people	Helps Chairperson keep track of time.	Monitors time for each Agenda item and uses agreed signals to inform Chairperson if the AGM is over-running; recalls the attendees from breaks and the lunch/dinner period.
	Monitors cooks.	Ensures they are ready on time for breaks, lunches, dinners; allocates food stocks for the appropriate meals; ensures any VIPs are served appropriately.
Conservancy Manager	<ol style="list-style-type: none"> 1. Monitors implementation of CC AGM plans. 2. Supervises staff and teams. 3. Prepares and presents Administration Report, including staff performance. 	As appropriate
Election Officer	Monitors elections.	As appropriate
Traditional Authority	Monitors the AGM and approves or endorses its outcome.	As appropriate
CCGs	<ol style="list-style-type: none"> 1. Organises the hunting and skinning of game for meat. 2. Responsible for meat. 	As appropriate
Conservancy members	<ol style="list-style-type: none"> 1. Attend AGM. 2. Participate and ask questions. 	As appropriate
Conservancy Committee members	<ol style="list-style-type: none"> 1. Answer questions. 2. Assist the Chairperson in logistics. 	As appropriate

MODULE 1.2, HANDOUT #9: Example of a format for a nomination form

CONSERVANCY / COMMUNITY: _____

Nomination for the position of: _____

I, _____ hereby nominate _____
(FULL NAMES) (FULL NAMES)

for the position of _____ on the Management Committee
of the:

_____ Conservancy / Community

Signed: _____ Date: _____

.....

Acceptance of nomination for the position of:

I, _____ hereby ACCEPT THE NOMINATION
(FULL NAMES)

for the position of _____ on the Management Committee
of the:

_____ Conservancy / Community

and undertake to make my services available, should I be elected to this
position.

Signed: _____ Date: _____

Witness: _____ Date: _____

Witness: _____ Date: _____

MODULE 1.2, HANDOUT #10: Example of a format for an election form

CONSERVANCY / COMMUNITY: _____

ELECTION FORM

Date of election: _____

The following nominations have been received for the stated positions:

VACANT POSITION	NOMINEES	Indicate your choice for each position by inserting an X next to the appropriate name
Chairperson	Piet Pompies	
	Tom Hamunyela	
	Pandu Hangu	
Vice-Chairperson	Sophia Lozi	
	Boniface Shishiveni	
Treasurer	Julia /Uises	
	Peter Nakarua	
	Jeremiah Namaseb	
Secretary	Sammy Jacobs	
	Foibe Nekwaya	

Thank you
The OUTGOING COMMITTEE

MODULE 1.2, HANDOUT #11: Sample format for minutes

Minutes for the ANNUAL GENERAL MEETING for _____ Conservancy,
held at _____, on ___/___/2___

Management Committee Members present:

Chairperson: _____ Treasurer: _____

Vice-Chair: _____ Secretary: _____

Conservancy/Community members present: Please see attached attendance list.

Apologies received from: Please see attached attendance list.

Item	Discussion	Action to be taken	By whom?	To be completed by
1.	Previous minutes:			
1.1.				
1.2.				
2.	Matters arising from previous minutes:			
2.1.				
2.2.				
3.	Agenda items:			
3.1.	<i>Financial report-back</i>			
3.2.				
3.3.				
4.	Any other business:			
4.1.				
4.2.				
	Date of next meeting:			
	Closure:			
	Time:			
	By:			

Signed as correct:

Chairperson: _____ Date: _____

Vice-Chair: _____ Date: _____

Treasurer: _____ Date: _____

Minutes compiled by:

Secretary: _____

Attachments:

- Attendance register of all present at AGM, and apologies received
- Financial statements
- Resolutions

MODULE 1.2, HANDOUT #12: Finalising the minutes of the AGM

Timing	Task	Responsible
Week 1 after AGM	Type minutes and distribute to CC for verification and signing.	Secretary
Week 2	Hold meeting a CC meeting with Area Reps, which includes as Agenda items: <ol style="list-style-type: none"> 1. Review and correct minutes. 2. Discuss and assess the effectiveness of the AGM. 3. Document any improvements deemed necessary. 	CC
Week 3	Amend corrected minutes and submit final version to CC for signature.	Secretary
Week 4	Approve and sign minutes and return to the secretary within 7 days.	CC
Week 5	Copy the signed minutes and accompanying documents and: <ol style="list-style-type: none"> 1. File originals in the conservancy office to be available for anyone to look at. 2. Distribute to Area Reps for discussion at their Area feedback meetings. 	Secretary
Week 6	Hold meetings with Areas to submit the final minutes and to discuss their views of the effectiveness of the AGM. Document their comments for submission at the next CC meeting.	Area Reps

MODULE 1.2, HANDOUT #13: AGM monitoring checklist

Name of conservancy: _____ Location: _____

Reporting officer: _____ Date of AGM: _____

No	Indicator	Y/N	Who	Quality (0 -10)	Content (0 -10)	Comments
1	Preparation of AGM					
2	Notice of AGM to members and stakeholders					
3	Reference and adherence to conservancy constitution					
4	Endorsement of Agenda by all members					
5	Adoption of previous AGM minutes					
6	Chairperson's Report: presented and approved					
7	Financial Report; presented and adopted					
8	Workplan developed, presented and approved					
9	Budget for the following year (and linked to Workplan) presented and approved					
10	Adoption of BDP					
11	Elections held (fair and transparent)					
12	Participatory constitution amendment process, and changes adopted					
13	Representativeness and quorum by members					
14	Active participation and decision-making by members					
15	Chairing of AGM					
16	Conservancy Committee engagement and attendance					
17	Stakeholder support and engagement					
18	Key issues discussed, resolved or referred to another meeting					
19	Provisional date for next AGM set?					
20	Implementation of Action Plan /Workplan					
21	Overall assessment of the AGM					

MODULE 1.2, HANDOUT #15: Participant evaluation of the Training Workshop

Participants receiving training in Module 1.2 are not subject to formal assessment. However, in order for you to assess the knowledge and skills you have acquired on AGM management, and for the trainer to ascertain how effective the training has been, you are encouraged to answer for yourself the following questions and discuss your answers – as part of a group or individually – with your trainer.

- 1. What are the main things you have to think about when planning an AGM?**
- 2. What are the things that you must look for in the constitution in order to conduct a legal AGM?**
- 3. Why is it important to plan carefully for an AGM?**
- 4. How do you let conservancy members know about an AGM?**
- 5. What methods can be used to ensure a representative and large attendance at the AGM?**
- 6. What practical considerations go into preparing for an AGM (logistics)?**
- 7. What are the main items that must appear on an AGM Agenda?**
- 8. How does a Chairperson lead an effective AGM?**
- 9. What aspects of the AGM are recorded in the minutes?**
- 10. How do conservancy members contribute to an effective AGM?**
- 11. What are the key aspects of the election process as it applies to your conservancy (only to be answered if relevant)?**