FACILITY ENGAGEMENT
Specialist Services Committee

ANNUAL GENERAL MEETING PLANNING OVERVIEW

1. AGM Planning and Preparation (All MSAs)

The MSA executives should hold a separate meeting or sign consent resolutions to:

- Approve the annual financial statements to be sent to the members and presented at the AGM.
- Authorize any two MSA executives to sign the financial statements evidencing such approval.
- Approve the MSA executives' report for submission to the members.
- Determine if there will be any vacancies in MSA executive positions.
- Set the AGM's date and location, and approve the notice form, including any materials to be sent to members.

2. AGM Materials (All MSAs)

Before the AGM

Written AGM Notice: To be sent by mail or e-mail no less than 14 days before the date of the meeting. Notice is sent to each member on the membership list and posted in the medical staff lounge at the facility (as applicable). The mailing date or the AGM date cannot be used in the 14-day submission timeline in the calculation. For example, if the AGM date is May 31, the AGM notice must be sent on May 16.

If any special business is to be brought before the AGM, please contact engagement@doctorsofbc.ca for advice on what information to include in the notice.

Annual Financial Statements: These can be included with AGM notices for members. If the statements are audited, they must include the auditor's report. If they are not available to be sent out with the notice, they should be on hand for members to review at the meeting.

At the AGM

Agenda: Should include at least:

- Draft minutes of previous meetings, if held, for approval.
- A report of the MSA executives to the members.
- Presentation of the financial statements.
- Election/appointment of MSA executives, as applicable.
- Appointment of accountants or auditors, as applicable (physician society only).
- Changes to the Constitution and Bylaws, as applicable (physician society only).

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3. Minutes (All MSAs)

Minutes should be drafted as soon as practicable after the meeting to be approved at the next meeting of members. Once the minutes are approved, they should be signed by the chair and secretary of the meeting and filed in the minute book, together with the financial statements presented at the meeting.

4. Filings with the Registrar of Companies (Physician Societies Only)

Please provide copies of your AGM materials (including the minutes) to your registered records office, including details of the names and addresses of the society directors. The Annual Report must be filed online within 30 days of the AGM. Your registered records office can do this for you.

5. Requirements under the Societies Act (Physician Societies Only)

The physician society must hold an annual general meeting (AGM) once every calendar year.

A physician society is not required to hold an AGM in the calendar year in which it is incorporated.

If the physician society cannot hold an AGM on or before December 31 of the calendar year in which it must hold an AGM, it may apply to the Registrar to hold the AGM later.[1]

Financial statements for a period ending not more than 6 months before the AGM must be presented at each AGM.

It is recommended that an AGM be held within 6 months of the physician society's fiscal year-end (to avoid having to present interim financial statements).

[1] The Registrar may authorize the society to hold its AGM on or before a specified date which will be no later than March 31. (In this case, the AGM will be deemed to have been held in the preceding calendar year and not in the year in which it is held.)