

# Organising a Federation AGM



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

# Contents

Introduction	3
Should your Association do it?	4

## **Having decided to do it - What next?**

Contact the Federation and book the Year	4
Contact the Cathedral and book the Date	4
Find a Venue	4
Plan the layout of the day	5
Things to consider when planning the day	5
Talk to other Associations and the Federation	6
The Catering	6
Booking Forms and Information	6
Who pays for what?	8

## **The Week Before**

Delivery of Once a Chorister Magazines	8
----------------------------------------	---

<b>On the Day</b> - Checklist	9
-------------------------------	---

# Pictures and Illustrations

Photo - Peterborough Cathedral, Host of the 2010 Centenary AGM	3
Sample - Booking Form from St Edmundsbury 2009	7
Sample - Federation Membership Card	8

# 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 has been compiled from a combination of an original booklet written in 1996 by David Horner (York) and experience of running AGMs in the past and I would like to thank the members of the Federation's Executive Committee for their input and assistance.

It should be stressed that this is only a guide and you must organise the day to fit in with the day-to-day life of your Cathedral or Church.

Andrew Orland  
OC of Lincoln  
January 2010



*Peterborough Cathedral – Host of the 2010 Centenary Federation AGM*

# Hosting an Annual General Meeting

## Should your Association do it?

This is the first and most fundamental question to answer.

If you have read through the How to Organise a Federation Festival booklet and decided that that is just too much for your Association to manage, then hosting an Annual General Meeting could be a much easier alternative. The whole thing takes place on a Saturday, with delegates arriving from 10.00 a.m. and usually leaving by 6.00 p.m. One thing most delegates and the other visitors will appreciate is to hear the choir sing Choral Evensong, so ensure there is Evensong sung by your resident choir on that day. Evensong also needs to be no earlier than 3.30 p.m. as the AGM requires a 2 hour slot and it is difficult if Evensong is any earlier than this (see the layout of the day that follows).

There is much less to organise and you will be dealing with far fewer delegates. With no accommodation to arrange and only one meal, it 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.

## Having decided to do it, 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 so you will probably be looking at a date in several years time (4 or 5 is normal). Once the booking is confirmed by the Federation it will appear in the next issue of 'Once a Chorister' magazine and on the Federation Website [www.onceachorister.org](http://www.onceachorister.org)

### Contact the Cathedral and book the date

When you have the year booked with the Federation you need to consult with your Cathedral's Dean and Chapter and Music Department to book the date. The usual day for the AGM is the Saturday after the May Day Bank Holiday (usually between the 6<sup>th</sup> and the 12<sup>th</sup> May). We try and stick to the same day each year so that delegates can arrange their diaries well in advance. Once the date has been decided make sure it is in everyone's diary, especially the Cathedral's, and ensure that everything is confirmed in writing by both sides.

### Find a Venue

You will need to find a venue that can accommodate up to 80 delegates for lunch and 60 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 will also need to accommodate the 12 members of the Federation Executive Committee who will 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 room for delegates to register and for the Federation shop to be set up and somewhere for the Once a Chorister Magazines to be distributed.

## **Plan the layout of the Day**

### Example Itinerary

10.00	Registration with Tea/Coffee
10.30	Tour of Cathedral Federation Executive Committee Meeting
12.30	Drinks Reception / Welcome by the Dean
12.45	Lunch
14.15	AGM Tour / Activity for those not at the meeting
16.15	Tea
17.00	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 / Church 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 / Senior Member of the Clergy of the host Cathedral / Church 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 is usually a hot two course meal (see 'Catering' below).
- There needs to be a two hour time slot for the AGM, so other activities need to be arranged around this and the start of Evensong.
- Seating for the AGM needs to be arranged in a Theatre style, with rows of chairs facing a long top table. The Officers of the Federation will conduct the meeting from this table, so at least 6 chairs 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, but

not always, and the activity needs to be different from the tour of the Cathedral in the morning, as most will have already done that.

- If Evensong at your Cathedral / Church is usually earlier, then Tea can be afterwards.
- 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).

## **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. Identify who were the main organisers and make contact with them personally. Find out what worked and what went wrong and learn from their experiences. Alternatively, talk to members of the Federation's Executive Committee.

## **The Catering**

You will need to provide the following:

- Tea and Coffee on arrival
- Possibly a glass of something at the Welcome
- A Two course hot lunch
- Tea and coffee in the afternoon

Who is it for?

- Tea and Coffee should be available for everyone, as should a drink at the welcome.
- Lunch is optional and for delegates to book if they wish. It is usually a hot meal with a main course and a sweet, and should have some element of choice in it. There also needs to be a vegetarian option. Depending on your caterers, you may decide to ask delegates for their menu choice when they book or simply let them decide on the day.
- Afternoon tea again needs to be available for everyone attending.

## **Booking Forms and Information**

The host Association is responsible for producing and supplying a sufficient number of booking forms to send out to all Association Secretaries and Federation Representatives, the Federation's Honorary Vice Presidents and members of the Federation Executive Committee who will all be invited to attend the Annual General Meeting. Although the host Association does not need to provide accommodation for the weekend, many delegates like to stay in the area, so some leaflets from your local tourist board listing attractions of the area and accommodation available is usually also included. Finally you need to include a detailed map or set of directions to guide people to the venue by train or by car and the availability of car parking nearby.

About 8 weeks prior to the AGM, you will need to supply around 100 copies of the booking form, the directions and any leaflets and information you wish to include. The exact number needed should be clarified with the Federation Secretary. Once you have these collected together you need to pass them on to the Federation Secretary who will include a copy of each with the notice of meeting and agenda he sends out 6 weeks prior to the meeting. The host Association is not responsible for mailing the booking forms etc. to each Association.

**BOOKING FORM**

**FCOCA AGM at ST EDMUNDSBURY CATHEDRAL**

**on Saturday 9<sup>th</sup> MAY 2009**

Name: .....

Address: .....

.....

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

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

Association.....

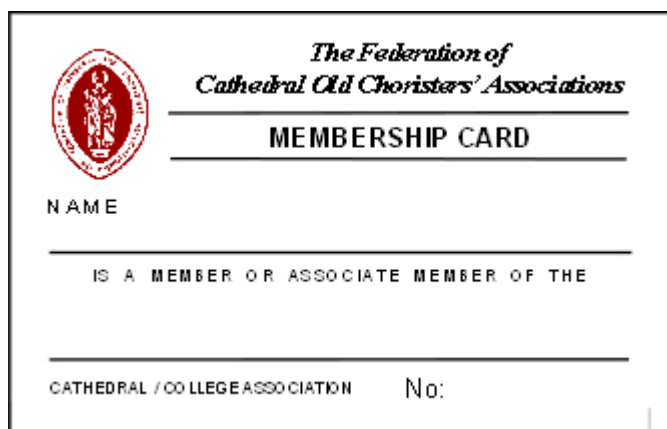
Guest Name (s) .....

Please tick selected items below:-

<b>Time</b>	<b>Event</b>	<b>Number required</b>	<b>£</b>
11.00 a.m.	Cathedral (interior) Tour	<input type="checkbox"/>	3.50
12.15 p.m.	Sherry Reception	<input type="checkbox"/>	Free
1.00 p.m.	Lunch including Tea/Coffee	<input type="checkbox"/>	13.25
	Vegetarian option ?	<input type="checkbox"/>	
2.30–4.30 p.m.	Attending AGM & Forum	<input type="checkbox"/>	
2.30 p.m.	Cathedral (exterior) and Abbey Gardens Tour	<input type="checkbox"/>	3.00
4.30 p.m.	Afternoon Tea	<input type="checkbox"/>	2.00
	<b>TOTAL</b>	<b>£</b>	_____
			_____

Please send this booking form, enclosing your cheque payable to FCOCA, to Hon. Treasurer Mr Michael Lake, 4 Hewitt Street, Hoole, CHESTER CH2 3JD  
**NO LATER THAN Wednesday April 15<sup>th</sup> 2009.**

All delegates attending the AGM 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, so space needs to be added on the booking form for this. These then need to be ordered from the Federation Membership Secretary. There is a £1.00 charge for each card which needs collecting, either with the booking form or when they are given out at registration. They are usually worn around the neck with a lanyard and holder available from the Federation Shop.



The Federation of  
Cathedral Old Choristers' Associations

---

MEMBERSHIP CARD

---

NAME

---

IS A MEMBER OR ASSOCIATE MEMBER OF THE

---

CATHEDRAL / COLLEGE ASSOCIATION No:

*Sample Membership Card which all delegates are required to wear*

Once booking forms have been circulated 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, make a note of who has replied and which Associations they represent. This information then needs to be passed on the Federation's Honorary Secretary.

## **Who pays for what?**

The Federation Executive have recently decided (early 2010) that as it is our Annual General Meeting, the Federation should cover the cost of any room hire rather than passing on this cost to the delegates attending. This will mean that no delegate will be charged for attending the meeting.

Copies of invoices for any room hire should be sent through to the Federation's Honorary 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 have to pay for these themselves, and this should be made clear on the booking form. 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.

## **The week Before**

### **Delivery of Once a Chorister Magazines**

At some point during the week before the meeting, copies of the new Once a Chorister Magazine will be delivered from the printers in many various sized boxes. These will need to be off-loaded and stored somewhere, preferably where they will be distributed to avoid double handling, and arrangements need to be made for someone from either your Association or the Cathedral staff to meet the lorry and store them securely.

# 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.
- The Federation Shop will need to be set up in the reception area before delegates arrive. The Federations Marketing Officer will be on hand to do this but he will need vehicle access to the venue and a parking space close by if this is possible.
- The boxes of magazines will need to be in the area from which delegates will depart, as this will be the time that they collect the packets ready to take straight to their cars.
- 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.