



JACKSON McDONALD

# Pre- AGM Checklist

Member Experience and Engagement



Jackson McDonald acknowledges and pays tribute to the Whadjuk People of the Noongar Nation as the Traditional Owners and Custodians of Boorloo (Perth), where our offices are located by the Derbal Yerrigan, and the Boodja (Country) on which we live and work. We pay our respect to their Elders past and present. We further acknowledge the Traditional Owners and Custodians of Country across the continent. We recognise their continuing connection to land, sky, waters, and community, and pay our respect to their Peoples, their Elders and their continuing Cultures.



## 1. MAXIMISE ATTENDANCE AND ENGAGEMENT

- ☐ Have we sent members the formal notice of meeting as required under our Rule Book?
- ☐ Does the meeting notice contain all required information, including the date, time, place/technology and general nature of the business?
- ☐ Have we included the full wording of proposed resolutions (where required) and any required explanatory material?
- ☐ Have we promoted the key details of the AGM more broadly – for example via the Corporation’s newsletter, website, social media, newspaper advertisements, or community notice boards and office windows?
- ☐ Have we considered using the AGM as an opportunity to celebrate achievements and inspire further engagement with the Corporation (e.g. recognising Elders, staff, volunteers and community members; sharing impact stories; highlighting important milestones; and incorporating pre-recorded video messages or reflections from Elders)?
- ☐ Have we considered whether the AGM could back onto other planned meetings, to streamline attendance for members, and maximise cost efficiencies? E.g. Common Law Holder or trust beneficiary meetings. If so, have we considered the most appropriate order to hold the meetings?
- ☐ Have we considered planning an event around the AGM that will be well attended, such as an anniversary or launch event, to encourage higher attendance and participation?

## 2. CHOOSE THE RIGHT MEETING FORMAT – PHYSICAL, HYBRID OR VIRTUAL

- ☐ Have we considered the most appropriate format for the AGM, having regard to our Rule Book, the nature of agenda items and member needs (physical, hybrid or virtual)?
- ☐ If contentious or sensitive issues are expected, have we considered whether in-person attendance is preferable to support clearer communication and constructive discussion?

- ☐ If our Rule Book permits attendance via technology, have we considered offering a virtual platform option to maximise participation, particularly for geographically dispersed members?
- ☐ Have we assessed key factors such as Corporation size and resources, member locations, complexity/sensitivity of agenda items, and Rule Book restrictions before finalising the meeting format?

### 3. TECHNOLOGY PLANNING AND TESTING

- ☐ Have we chosen a technology platform that allows members, Directors and invitees to attend and participate effectively and helps achieve quorum (for hybrid or virtual AGMs)?
- ☐ Have we consulted IT professionals (if needed) to confirm that the platform is the right “fit” and supports required functions such as registration, access codes, voting (including anonymous voting), and file sharing?
- ☐ Have we tested the technology well before the AGM, including maximum time limits, maximum participant numbers and user experience?
- ☐ Have we identified a designated person to manage the technology on the day and liaise with virtual attendees (not the Chairperson or Directors), and included their troubleshooting contact details in the meeting notice and on the website?

### 4. EASY REGISTRATION PROCESS

- ☐ Have we confirmed which staff member will manage registration and verify attendance and voting eligibility?
- ☐ Has this person been briefed on what to do if non-members seek admission to the AGM, including whether non-member Common Law Holders can attend (for relevant PBCs)?
- ☐ Have we planned how members will check and update their details on the Register of Members, including a process for virtual attendees to confirm and update their details?



## 4. EFFICIENT PROXY MANAGEMENT

- ☐ Have we checked whether proxies are permitted under our Rule Book (and the applicable rules) and, if so, assigned a staff member to receive and verify proxy forms before the AGM?
- ☐ Does the proxy form included with the notice of meeting accurately reflect members' voting intentions and comply with our Rule Book and applicable legislation?
- ☐ Have we planned how to report proxy numbers to the Chairperson before the AGM and how to identify proxy holders for voting purposes (e.g. coloured wristbands)?
- ☐ Do we have a clear understanding of how proxies factor into the quorum for the AGM?

## ASSISTANCE FROM JACKSON MCDONALD

Jackson McDonald's experienced team can assist your Corporation to plan and deliver your upcoming AGM. If you would like more information on AGMs, or if you would like assistance, please contact our team members Emma Chinnery, Chantal Kong or Julie Blood.



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## “OUR CULTURAL THREAD”

Designed by Wongutha artist and designer, **Kevin Wilson**, using the voices of Jackson McDonald leaders and employees.

*“Within the artwork, you will see elements of Jackson McDonald’s logo, as well as ‘u’ shapes representing the people. Woven within this design are songlines, representing the cultural history of the land we’re standing and working on. A history that ties back thousands of years and is now integrated into the everyday business of Jackson McDonald.*

*The artwork carries these themes within the shapes of waves, representing a river. A river flows with purpose and force, with intention and passion. I’ve used bold colours to convey this exciting journey Jackson McDonald is on recognising First Nations culture within their organisation.”*

