



JACKSON McDONALD

AGM Day and Post-ADM Checklist 2026



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.



REGISTRATION, ATTENDANCE AND QUORUM

- ☐ Is the registration desk staffed by the nominated people with clear instructions on recording attendance and assessing voting eligibility?
- ☐ Are procedures in place to manage admission requests from non-members (including non-member Common Law Holders, for relevant PBCs) consistently with the Rule Book?
- ☐ Are we monitoring attendance throughout the meeting to ensure quorum is maintained, including where members move between rooms or join/leave virtually?
- ☐ Are members reminded at the AGM about updating their details on the Register of Members, and is there a system to support this (including for virtual attendees)?

TECHNOLOGY AND VIRTUAL/HYBRID PARTICIPATION

- ☐ Is the designated technology support person clearly identified and available by multiple contact methods (e.g. chat, email, telephone) for virtual attendees?
- ☐ Have we clarified what happens if attendees experience technical difficulties (e.g. impact on quorum, adjournment or continuation of the meeting)?
- ☐ Have we informed members whether there will be a video or audio recording of the AGM and any requirements for microphones/cameras to be on when casting votes?

PROXY MANAGEMENT ON THE DAY

- ☐ Have all proxy forms been checked for validity and compliance with the Rule Book and relevant legislation?
- ☐ Are proxy holders clearly identified (e.g. coloured wristbands or another agreed method) to facilitate voting and counting?

ANNUAL REPORT AND FINANCIAL REPORT PRESENTATION

- ☐ Has the Annual Report been made available to members (hard copy, electronic or screen presentation) at the AGM?
- ☐ Is the financial report presented by someone who understands the data and can answer member questions?
- ☐ If the financial statements are audited, is the auditor attending or available to respond to questions (e.g. by phone or video)?

DIRECTOR NOMINATIONS AND ELECTIONS (IF RELEVANT)

- ☐ Has the Chairperson clearly explained the number of vacancies, the nomination process and any rules about nominations from the floor?
- ☐ Where written ballot voting is required, have the independent scrutineers been introduced and their role explained?
- ☐ Are Director elections or appointments being conducted in accordance with the applicable legislation and the Corporation's Rule Book, including any requirements relating to eligibility, nominations, voting and terms of office?
- ☐ Are outgoing Directors acknowledged and new Directors welcomed during the AGM, consistent with Corporation practices and cultural protocols? Note that generally the outgoing Directors remain in office until the close of the meeting.

VOTING PROCESSES

- ☐ Are the full wording of resolutions and any explanatory materials displayed or otherwise available to members before voting?
- ☐ Is equipment available to support voting (e.g. voting boxes, ballot papers, pens, post-it notes, technology tools for online voting)?

POST-AGM CHECKLIST

MINUTES FINALISATION AND ACTION TRACKING

- ☐ Has the minute-taker prepared draft minutes promptly after the AGM?
- ☐ Do the minutes clearly identify attendees and the capacity in which they are attending?

- ☐ Has the Chairperson (and any other relevant Directors) reviewed the draft minutes and provided feedback within the agreed timeframe?
- ☐ Have all resolutions, decisions and action items been clearly listed, with responsibility assigned and timelines for completion recorded in an action register or similar tool?

REGULATORY REQUIREMENTS

- ☐ Have we submitted to the regulator any required documents or forms arising out of the meeting business (e.g. related party benefits approvals, Rule Book changes)?
- ☐ Have we submitted updates to the regulator regarding officeholder changes?

MEMBER COMMUNICATION AND FOLLOW-UP

- ☐ Have we communicated AGM outcomes (key decisions, elections, resolutions) to members through appropriate channels such as newsletter, website, social media or direct correspondence?
- ☐ Where “big ticket” decisions were made (e.g. Rule Book changes), have we planned follow-up explanatory materials or information sessions to support member understanding?

LESSONS LEARNED AND CONTINUOUS IMPROVEMENT

- ☐ Have we held an internal debrief to consider what went well and what could be improved or done differently at future AGMs?
- ☐ Have we considered issuing a post-AGM feedback survey to members to help improve processes and identify issues that need early attention?

BOARD AND DIRECTOR FOLLOW-UP

- ☐ Have new Directors received an appropriate induction, including key governance documents (Rule Book, policies) and current strategic priorities?
- ☐ Have outgoing Directors been formally acknowledged and thanked (e.g. at the AGM, and/or in subsequent communications)?



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.”

