

WPS LAW

**CHECKLIST FOR AN ANNUAL GENERAL
MEETING OF A REGISTERED NATIVE TITLE BODY CORPORATE**

Material considered within this checklist:

1. Review procedure
2. Instructions
3. Notification
4. Service providers
5. Equipment and materials
6. Final logistics
7. Other practical checks

Registered Native Title Body Corporates are required to hold an Annual General Meeting before December each year. Procedurally, these meetings are held to ensure that RNTBC members have an opportunity to comment, make decisions and elect directors.

Practically, these meetings are a key opportunity for community to hold the RNTBC accountable. These meetings provide community with a platform to make key decisions which effect their interests and enjoyment of country. This checklist suggests considerations to help RNTBCs plan and hold Annual General Meetings.

Your name: _____

Your role: _____

Corporation (& ICN if known): _____

Date: _____

Review procedure:	3.5 months before meeting
Have you reviewed the RNTBC's rulebook and sought legal advice as required, particularly if special resolutions are required?:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you reviewed Divisions 201, 246 and 508 Corporations Aboriginal and Torres Strait Islander Act 2006 (Cth)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Instructions:	3 months before meeting
Have you prepared quotations for a range of service providers (see below) to be approved by the board or relevant decision maker?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you prepared a draft agenda to be approved by the board or decision maker?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you prepared a draft notice to be approved by the board or decision maker and does it include? <ul style="list-style-type: none"> • The venue • The dates and time • Assistance options (if applicable) • Agenda items • Draft resolutions • A contact for further information requests? 	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notification:	2 months (min. 21 days) before meeting
Have you given notice to all members of the RNTBC (by post and email)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you notified service providers and other stakeholders?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Have you published the notice at key community organisations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you published the notice on the RNTBC website (If applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Service providers:	2 months before meeting
Have you informed the relevant local authorities (Councils/Shires, police) of the event (if applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you engaged the preferred venue?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you engaged the preferred catering (if applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you engaged scrutineers, to assist with the election (if applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you engaged security guards (if applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you engaged an independent facilitator (if applicable)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Service providers:	1 month before meeting
Has necessary equipment been arranged?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have materials been prepared? For example: <ul style="list-style-type: none"> • Any necessary maps • Agendas • Sign-in sheets and registers • Summaries and guides 	<input type="checkbox"/> Yes <input type="checkbox"/> No

<ul style="list-style-type: none"> • Forms to be completed • Minutes of previous AGM • Financials 	
Final logistics:	1 month (min. 14 days) before meeting
Have you booked accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you drafted a travel plan and any risk management plans?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you organised appropriate transport?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you confirmed the attendance of service providers, presenters and board members?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other practical considerations:	To be considered as part of overall planning and strategy
Suppliers	
Do you have a preferred list of suppliers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Venue and catering	
Is the room appropriately laid out to promote effective communication?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the meeting venue been appropriately setup for the meeting, particularly seating, audio visual and heating/cooling	<input type="checkbox"/> Yes <input type="checkbox"/> No

Is there appropriate catering and scheduled breaks to promote the well-being of attendees, particularly attendees with diabetes and other health considerations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Materials	
If maps would assist decision making, have they been printed and are they sufficiently clear?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is information about financials sufficiently detailed and provided in an understandable form?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Minutes	
Have minutes of the meeting been taken which capture all meeting resolutions and actions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Service Providers	
If independent facilitation is required, has the independent facilitator been properly briefed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is it necessary and appropriate for a photographer and/or videographer, and if so, have attendees consented to photos and/or videos?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Members' Assistance	
If RNTBC members are eligible for assistance to attend the meeting, is the process fair and clear?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Entry	
If there may be queries about who is entitled to attend the meeting, has a process been designed to resolve queries before the meeting (including assistance from an anthropologist, if required)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Health	
Have arrangements been made to manage risks and ensure compliance relating to COVID-19?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Process	
If there is a usual or anticipated decision-making process, have arrangements been made to prepare for and manage that process (including ballot systems and/or vote counters, for example)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a process for tracking meeting outcomes and implementation of outcomes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you seek advice on meeting outcomes to ensure compliance with reporting requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there clear meeting rules, and if so, are they presented to and agreed by members before the meeting starts?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have strategies to manage poor behaviour, like a member code of conduct?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have sufficient new director induction processes?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you invite member feedback on board or CEO (or senior management) performance or meeting quality?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you report to members on the board's strategic plan for the RNTBC?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you updated any changes of officers on the ORIC website?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Meeting Costs	
Have costs for the meeting been recovered or paid by an entity other than the RNTBC, where possible?	<input type="checkbox"/> Yes <input type="checkbox"/> No

How can we help?

Let's talk about your needs

MPS Law – RNTBC AGM Checklist v 2.0
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MPS
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