**AMM Preparation notes for delegates**

Thank you for taking the time to run an Annual Members Meeting! Every year AMMs are run in all workplaces with PSA coverage. They are an important part of our democratic structure, and are the best way for members to keep up to date with what’s happening with the PSA, at all levels of the organisation.

The meetings are approved paid meetings for PSA members only. Non-members may attend if they are interested in joining the PSA, but do not have voting or speaking rights. We do encourage non-members to attend to find out more about the union.

***For more information on how to run this meeting, contact your national delegate or your local organiser.***

## Preparing your AMM

We’ve prepared a few things you’ll need to do so you’re able to run an awesome AMM.

**1.** **Confirm the meeting time with your manager and your organiser**AMMs should take around one to two hours, depending on the level of discussion you need. Aim to minimise disruption to work when setting meeting times. Essential services have to be maintained, so make sure you have a plan on how to catch up members who may need to work through the meeting. You may need more than one meeting at your site depending on how many members you have and their hours of work.

If you are combining your AMM with a bargaining claims meeting or other matters, you may require two hours. Discuss this with your organiser.

**2. Arrange a venue**If you have spaces available at your workplace, book one that’s large enough for the meeting. If spaces aren’t available at your workplace you might need to book another space. Talk with your organiser if this is the case.

**3. Advertise**

It’s really important that members know when and where their AMM is, and how important it is to attend. Send your members an email with the details. If you have an intranet you are allowed to post union things to, put the meeting there. Make an event invite. Use the AMM poster. Get creative!

Encourage non-members to attend, and let them know why it’s so important to join.

If you are electing delegates this year:

* Tell members there are delegate elections.
* Talk to members about the enjoyment and contribution of being a delegate.
* Encourage people to stand as delegates.

**4. Before the meeting**

* Make sure you have an up-to-date membership list. You can either call our organising centre on 0508 367 772 or email [orgadmin@psa.org.nz](mailto:orgadmin@psa.org.nz) and ask for a membership list.
* Email members their documents before the meeting. Any enterprise-specific updates will need to be circulated separately.
* Prepare an agenda for the meeting. We have a template for you, but there could be specifics that members at your worksite might want to focus on. Discuss your agenda planning with your organiser.
* Send a reminder to all members the day before the meeting

**5. Resources**Get together the resources you will need for the meeting – resources may include:

* Whiteboard and pens
* A meeting attendance record sheet
* Some copies of any hand-outs for the members who might not have prepared theirs
* Voting papers (If you are electing workplace delegates or another kind of vote)

**6. Voting**If a vote is required, voting should be by secret ballot: prepare some ballot forms.

**7. After the AMM**Make sure everyone writes their name on the attendance list and that you return it.

This is important for our records. This information helps us to keep track of AMMs around the country, and who has attended.

Once you have held your annual members meeting, please complete the meeting report form. Send the report, the attendance sheet and delegate nomination forms to the PSA at: [msdmembers@psa.org.nz](mailto:msdmembers@psa.org.nz)