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|  | | **Being a member** | |
| |  | | --- | |  | | Agreed by Date  Date of next check: | | | | |
|  | | People First organisations are member-led. | |
|  | | This means they are run by the members for the members. | |
|  | | If you are a member it is **your** organisation | |
|  | | All members help the organisation to make decisions.  All members help each other. | |
|  | | Here is some important information for members: | |
|  | | * You need to follow the organisation’s rules | |
|  | | * It is important to come to members’ meetings | |
|  | | * you can vote at members’ meetings | |
|  | | * you can vote at the Annual General Meeting | |
|  | | * you can speak up at members’ meetings | |
|  | | * you can stand for election to the members’ | |
|  | | * you can suggest ideas for the organisation | |

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|  | **The Annual General Meeting** |
|  | This is the most important meeting of the year. |
|  | Each organisation has its own rules about how to run an Annual General Meeting. |
|  | The rules for the Annual General Meeting are in your constitution. |

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|  | Members come to the Annual General Meeting to: | |
|  | * find out how much money comes into the organisation | |
|  | * find out how much money the organisation has spent | |
|  | * find out how much money the organisation has in the bank | |
|  | * hear about plans for next year | |
|  | * vote for who is on the members’ committee | |
|  | * vote for who is on the Board | |
|  | * vote on big decisions | |
|  | Every member has a vote. | |
|  | It is important to use your vote. | |
|  | When you vote, you are having a say. | |
|  | Your organisation will have rules about: | |
|  | * how many people are on the members’ committee | |
|  | * how long someone is on the members’ committee | |
|  | | * how to speak up if you want to be on the members’ committee | |
|  | | * how to vote for someone to be on the members’ committee | |
|  | | Ask the Chair to tell you the rules. A member of staff could support you. | |