



# PROCEDURE

## Conducting Ministry Annual General Meetings

### Applicable to

Ministries of Mercy Partners Limited.

### Procedure Summary

This document details the standards and expectations for the conduct of the Annual General Meeting (AGM) of Mercy Partners' ministries.

Mercy Partners is the canonical sponsor and civil member of the ministry. The Constitution of each ministry provides for an AGM of the Member. These guidelines are intended to assist the ministry Board to prepare for and facilitate the conduct of the AGM.

### Procedure Details

Preparation of the AGM is undertaken by the ministry, and this involves:

- Preparation of the Special Purpose Financial Report and Auditor's Statement
- Declaration of the Directors
- Preparation of an Annual Report
- Preparation of a prayer
- Preparation and distribution of the formal meeting notice a at least 21-days prior to the meeting.
- Preparation and distribution of the AGM agenda and supporting papers one week prior to the meeting.
- On receipt of the Special Purpose Financial Statement, the Treasurer of Mercy Partners/Mercy Partner Board may request responses to specific questions to the Company Secretary prior to or at the meeting.
- The Ministry Chair invites the Auditor to attend the AGM.

Conduct of the meeting includes the following:

- The meeting is convened on the ministry company's premises
- The nominated Mercy Partner Board Member to Chair the meeting
- The Ministry Chair or nominee conducts the prayer
- The Ministry Chair presents the ministry's annual report and speaks to that report. The report includes ways in which the facility has addressed its mission, Catholic identity and made progress towards the Strategic Plan.

After the AGM, the Ministry Chair and Company Secretary completes all statutory requirements and attends to any matters raised by Mercy Partners.

### Related Documents and Information

- Mercy Partners Annual Ministry Planning Guide

Version Control					
Version #	Overview of updates	Author	Approved By	Date Approved	Next Review Due
2	Removed reference to Mercy Partners Council and replaced with the Board of Mercy Partners. Previously SPON 2.03 Conducting Ministry AGMs	SL		1 July 2022	1 July 2025