

# Beginners guide to the Annual General Meeting

## What is the Annual General Meeting for?

Phoenix has to hold an Annual General Meeting within 6 months of 31 March (end of financial year).

The Annual General Meeting deals with specific issues:

1. Annual Report.
2. Financial Statements and Report of the Auditors for the year.
3. Appointment of External Auditors.
4. Changes in Rules (done at the Special General Meeting held earlier in the year)

## Your Role?

Remember you participate in your Annual General Meeting as a Shareholder of Phoenix which was formed for the benefit of your Community. Your Annual General Meeting is your opportunity to have a real say in major decisions that affect you, your home and your community!

In order for you to be fully prepared there are a number of things you need to do before, during and after your Annual General Meeting.

## Before your Annual General Meeting:

Read the Annual Report and Financial Statements which are available on our website or on request.

Read and check all your papers in your pack and familiarise yourself with the business of your Annual General Meeting.

## **Participating in your Annual General Meeting:**

If there's anything you're not sure about, just ask.

Check you have seen all your paperwork, including your Annual Report.

Make sure you complete your proxy vote if not attending physically or virtually.

Make sure you listen to what is being said.

Remember to vote at the right time when asked to do so.

## **After your Annual General Meeting:**

Remember to talk to your friends and neighbours about the decisions that were made.

### **Don't be afraid to ask**

If there is anything you don't understand or want to ask, don't hesitate to approach any member of staff.