



# Club Operations

## Meetings and Minutes

The agenda for a meeting will usually be developed by the secretary and agreed by the chairman. Committee members can request that items are added and the chairman can take a view on their inclusion. Some topics will appear on every agenda e.g., apologies, finance update, matters arising, correspondence and any other business. General principles are as follows:

**Establish topics:** List the topics that must be discussed. Encourage members to communicate topics or items they would like included in the agenda. Give them a deadline by which they must make suggestions in order to have them included for that particular meeting.

**Establish priorities:** Based on the list of items, simply spend some time prioritising them in order of importance or by deadline dates. Remember, you may not have time to touch on every item on your list, so setting priorities will help you decide which items definitely make it onto the agenda.

**Establish presenters:** The secretary may not be presenting on every item or leading each discussion. The treasurer will present finance items. If someone approached the secretary about including a certain agenda item for the meeting, give them an opportunity to present it.

**Establish a schedule:** Determine the appropriate length of the meeting and then estimate the time needed for each individual agenda item. Don't try to accomplish too much in one sitting. Be wise and allow extra time for each topic. The schedule will serve as a discipline to help keep you focused and stay on track.

**Establish consistency:** In other words, stick to the agenda. Don't add or skip items. Don't go over the time allotted to specific topics. An agenda is only as effective as the extent to which it is followed.

The recording of minutes is crucial to a club. This is because the minutes must accurately reflect the important decisions made at the meeting. Minutes are an official record designed to reduce the risk of disputes and confusion as to what took place. They also are expected to show that such decisions were made legitimately and in accordance with the club's constitution.

Here are several points to remember:

- Ensure the minutes contain the date, time and place of the meeting. They should also contain the names of everyone present (an attendance register) and of who chaired the meeting
- Record the motions that were voted upon, who moved them and who seconded them. Also record the result of the vote (including numbers for and against)
- When the minutes are confirmed at the next meeting the chairperson should sign them off as being true and accurate
- There is no need to record discussions of the motions, only the motions themselves
- If there are any conflicts of interests, record details of disclosures made by the person(s), whether they were present and if the issues were voted upon
- Minutes only need to be taken during formal meetings such as committee meetings, annual general meetings or special general meetings. Informal meetings do not require minutes to be taken although they might be useful
- Minutes should be handwritten, typed up afterwards and placed in the minute book