

Preparing the Meeting

Agenda

Participation

Minutes



Regular meetings, at all levels, either formal or informal, are the ideal way of passing on information, seeking opinions, solving problems and providing support and encouragement to each other.

However, chatting over coffee, before or after a meeting, is as important as the meeting itself, sometimes more so. Do provide opportunities to socialise at all your gatherings whether at Guild, County or Country/Region level.

A Committee should meet as often as is necessary.

Preparing the Meeting

- the Chairman and Secretary confer to prepare the Agenda
- consult the Minutes of the previous Committee Meeting and note matters arising, correspondence received since the last meeting and all items arranged in the order they will be dealt with
- agendas should be sent to members of the Committee well before the meeting
- a typical agenda may be as below

Agenda

- 1 Welcome - Chairman
- 2 Apologies for absence
- 3 Minutes of the previous Meeting
- 4 Matters arising from the Minutes
- 5 Correspondence
- 6 Reports
 - 6.1 Chairman
 - 6.2 TreasurerPlus any other reports - eg
 - Trefoil Guild Executive
 - Country/Region Executive
 - County Executive
 - Advisers (if any)
 - Girlguiding UK
- 7 Items such as 'events' (arrangements for Annual Meeting etc)
- 8 Any Other Business
- 9 Time, date and place of next meeting

Participation

- all speakers address the Chair
- whilst the Chairman should allow everyone the opportunity to express their views before a decision is made, she should ensure that they do not just repeat what has already been said and that their observations are relevant to the matter under discussion
- if time is limited, it may be necessary for the Chairman to set a time limit for discussion, maintaining an impartial attitude and ensuring that all sides of the discussion are presented
- rather than read through items which do not need discussion, handouts could be used with the Chairman or the members presenting the item drawing attention to important points

Minutes

- should be circulated as soon after the Meeting as possible
- they should be a correct record of members present and what happened at the Meeting. It is not necessary to report discussions in full but decisions **MUST** be recorded
- if Minutes are circulated they need not be read at the following Meeting
- any error found in the Minutes of the previous Meeting should be corrected before the Minutes are signed
- if additional information relating to a matter dealt with in the previous Minutes is available, this should be dealt with under 'Matters Arising from the Minutes'
- any item believed to be correct at the date of the previous Meeting, but now known to be incorrect, should also be dealt with under 'Matters Arising from the Minutes'
- highlight points for action with name of the person in bold type
- when all matters have been dealt with, the Chairman asks that their adoption as a correct record be proposed, seconded and agreed. The Minutes are then signed and dated by the Chairman

Minutes are an important part of the records of a Guild and should be preserved and kept safe.