

CHAIR & MINUTE TAKER GUIDELINES / CHECKLIST



Before the meeting;

- ☐ Bring at least one hard copy of the previous minutes (Secretary brings attendance book).
- ☐ Prepare Minute Template (Order of Business) - include Business Arising, any Resolutions (include proposer and seconder) and email to chair **and Directors** at least 2 days prior to the meeting.

At the meeting;

- ☐ Circulate attendance book and check directors/deputies names and signatures are recorded.
- ☐ Chair to sign a hard copy of the previous minutes (Secretary returns to filing cabinet).
- ☐ Follow minutes template ie. Order of Business.
- ☐ Record members' names who confirm and second previous minutes (agreed amendments must be recorded, confirmed and seconded)
- ☐ Review actions or outstanding issues from previous meetings under "Business Arising". May be held over to a later agenda item.
- ☐ Any tabled reports / documents should be emailed to the minute taker (remind members at the meeting).
- ☐ Record, **bold** and *italic* agreed actions and who is responsible.

After the meeting;

- ☐ Secretary returns attendance book and signed copy of previous minutes to the filing cabinet in the kitchen.
- ☐ Review minutes and forward to directors and other minute takers present at the meeting for checking / clarification.
- ☐ Place a copy of the minutes in the Meeting Minutes folder in the kitchen.
- ☐ Circulate minutes to directors, secretary, treasurer, website administrator, newsletter co-ordinator and minute taker/s along with attachments / documents referred to or tabled.
- ☐ Claim Community Work Hours Claim - approximately one hour claim per 3 hour meeting.

Important Points;

- ✓ Need a copy of Goolawah Rules and By-Laws at all meetings.
- ✓ Accurate wording of resolutions, amendments, informal straw votes (record proposer and seconder for all resolutions).
- ✓ 'All decisions at Community and General Meetings require a 2/3 majority vote to pass. If some members abstain or are against then a full count "for", "against" and "abstaining" is required. Joint members only counted once. For unamended general meeting resolutions then proxies also counted. The chair/facilitator and minute taker should come up with the same count. Members should be up to date with all payments to be allowed to vote at meetings'.
- ✓ Record all key information (be tactful and impartial).
- ✓ Record financial information not included in the Treasurer's Report.
- ✓ Sufficient detail is required to ensure absent members have a good understanding of the proceedings. General guide - one hour equals one page of text.
- ✓ New minute takers should read examples of previous minutes - this ensures consistent practices.
- ✓ Handover to another minute taker as necessary eg. need a break, wish to speak...