

Chair and Minute Guidelines

12.2.2018



Preparation for the meeting;

- ☐ Print at least one hard copy of the previous minutes for signing (Secretary brings attendance book).
- ☐ Ensure you have access to a copy of the Goolawah Rules, By-Laws, policies and procedures.
- ☐ Prepare Minute Template (Order of Business) - any Resolutions must have a proposer and seconder. Email to chair, directors and website administrator at least 2 days prior to the meeting.
- ☐ Reports / documents for tabling should be emailed to the minute taker, directors and website administrator 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.
- ☐ Follow Order of Business.
- ☐ Record confirmation and seconding of 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).
- ☐ Resolutions - ensure accurate wording of resolutions, and any amendments.
- ☐ Voting - require a 2/3 majority to carry, joint members have one vote, record the count, must be financial to vote.
- ☐ Record financial information not included in the Treasurer's Report.
- ☐ Handover to another minute taker as necessary eg. Need a break, wish to speak.
- ☐ **Record, bold** and **italic** agreed actions and who is responsible.
- ☐ Record sufficient detail to ensure absent members gain 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.

After the meeting;

- ☐ Secretary returns attendance book and signed copy of previous minutes to the filing cabinet in the secretary's office.
- ☐ Minute taker reviews minutes and forwards to the chair and directors for checking / clarification.
- ☐ Email final minutes to directors, secretary, treasurer, website administrator, newsletter coordinator along with any reports / documents referred to or tabled. Minutes are posted on the website and printed in the quarterly newsletter.
- ☐ Claim Community Work Hours for reviewing minutes - approximately one hour claim per 3 hour meeting.