## THE COMMITTEE MEETING CYCLE

6

## DATE SET FOR NEXT COMMITTEE MEETING APPROACHES

(committee meeting frequency as per your constitution)



1

## PREPARE THE NOTICE FOR THE MEETING

Secretary requests motions and supporting information from committee members

Secretary and president set the agenda



4
PREPARE AND
DISTRIBUTE THE
MINUTES

COMPLETE ACTION ITEMS

For example:

Correspondence

Update membership register

Enter assets into asset register

Prepare and run events

including action items as soon as practical after the meeting



## **HOLD THE MEETING**

Keep an attendance register

Record apologies

Ensure a quorum is present as per your constitution

Record resolutions, votes and proceedings

Set date for next meeting



2

DISTRIBUTE THE NOTICE AND AGENDA AND ASSOCIATED PAPERS TO COMMITTEE MEMBERS

in a timely manner



Make use of minute and agenda templates



President and secretary work together to keep the meeting on time



Treasurer to table financial statements





