

What's on the agenda?

An agenda is a published statement which shows what will be discussed at a meeting. The agenda is generally prepared by the secretary of the group, in consultation with the Chair, and circulated in advance to all committee members. On the night, the agenda may be altered, with items removed or inserted with the consent of the meeting.

Attendance

The agenda generally starts with a call to record those present and those sending apologies for the meeting.

Minutes of the Last Meeting

The first item on the agenda will be to receive and adopt the Minutes (with any necessary corrections) of the previous meeting. Until this is done, the meeting should not discuss matters arising from the Minutes - or, in fact, any other items of business.

Matters Arising

Where matters arising from the Minutes are important, they should usually already be itemised on the agenda. For other items not listed on the agenda, be careful only to discuss updates or clarify information and not to discuss the whole item over again. Any ongoing items of business are usually discussed before any new business is introduced.

Correspondence

The secretary is required to report on (summarising as necessary), correspondence received.

Financial Report

The treasurer should report on the financial situation and be prepared to answer questions before the report is adopted by the meeting. All items of expenditure needing committee approval, should be recorded in the minute. Having the treasurer to report before any new business is discussed, allows the committee to know where it stands before having to consider matters, which may involve new or additional expenditure.

New Business Items

New business items should be taken in order of their importance and urgency. Time needs to be allocated to any routine reports.

Any Other Business

This section may need careful handling as this section of the meeting can often turn into the most difficult to manage! If matters are important, they should have been put it on the agenda. Where important matters are raised, the meeting is quite within its rights to ask for it to be discussed at the next meeting, to ensure it is given proper consideration. If it is not important, try not to discuss it for too long!

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