

DIFFERENT TYPES OF MEETINGS

As well as delivering your core society activities and events, you should ensure that your committee and members meet regularly to oversee the work of the society. Different types of meetings :

- Committee member meeting.
- General Meeting.
- Annual General Meeting (AGM). This type of meeting has a whole handbook to itself which you can read [here](#).

COMMITTEE MEMBER MEETINGS

Whilst use of social media (chat on messenger/whatsapp) to keep in contact with each other is useful they should not replace proper meetings/in person communication.

It is important that committee members meet at least fortnightly to manage their society effectively. (Ideally these should be in person but can be online via Teams/Zoom).

Regular meetings help ensure that everyone is involved in decision making and that the society workload is shared among all roles.

Committee Meetings should be used to:

- Discuss/generate ideas.
- Share information.
- Agree decisions/actions to take.
- Check progress of a project/plan.
- Evaluate an event.

GENERAL MEETINGS

General meetings should be held for all society member to attend. A general meeting in October can form part of the welcome event you offer new members.

A meeting in Semester 2 can facilitate the election of a new committee for the following academic year. We refer to this meeting as your "Annual General Meeting". (You can refer to the document on AGM's for more information).

General meetings give members of the society the opportunity feel more invested in the society and can be used to encourage members to:

- Find out more about the society.
- Ask questions about the work of the committee.
- Put forward suggestions and ideas for activities and events.



HOW TO RUN A SUCCESSFUL MEETING

1. AGREE A CHAIR

This doesn't necessarily need to be the society Chairperson and can change from meeting to meeting. The chair will open the meeting and ensure the conversation is focused and balanced throughout.

2. AGENDA

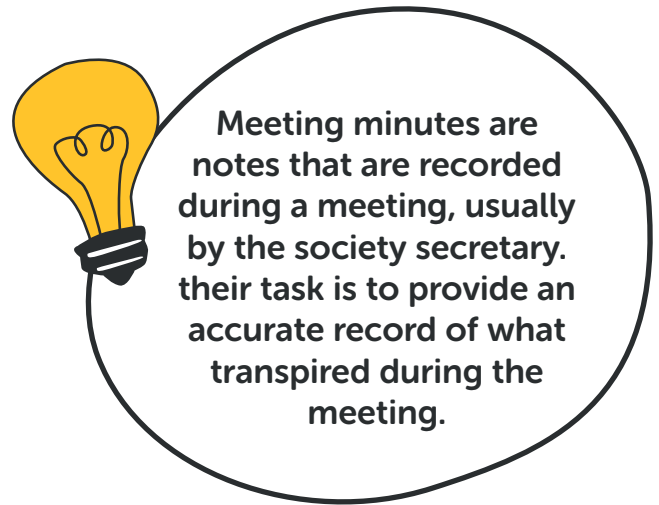
Ask members in advance for any items that they wish to discuss and add to the agenda. The Secretary should send out copy of agenda in advance of your meeting.

3. MINUTES OF PREVIOUS MEETING

These should be shared with society members in advance of the meeting. Members should be given at least one weeks notice of the meeting so they can make arrangements to attend and have time to read the information and prepare.

4. APOLOGIES

Anyone who has been invited to the meeting and cannot attend should send their apologies which will be noted by the secretary.



Meeting minutes are notes that are recorded during a meeting, usually by the society secretary. their task is to provide an accurate record of what transpired during the meeting.

5. MATTERS ARISING

This is where questions or queries can be raised about items discussed at the last meeting.

6. COMMITTEE UPDATES/REPORTS

Progress updates should be shared about the work undertaken by the society. The treasurer may wish to give an update on society finances.

7. AGENDA ITEMS

Address the items on the agenda, discussing them with the committee and members in attendance

8. ANY OTHER BUSINESS (AOB)

Discuss any urgent matters that were not submitted to the agenda on time. Give members the opportunity to ask questions.

9. DATE OF NEXT MEETING

Schedule your next meeting agreeing a time which suits the majority suitable of members.

