

DIFFERENT TYPES OF MEETINGS

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

- Society Rep Meeting
- General Meeting.
- Annual General Meeting (AGM). This type of meeting has a whole handbook to itself which you can read here.

SOCIETY REP 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 Society Reps 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.

Society Rep Meetings should be used to:

1. AGREE A CHAIR

This can change from meeting to meeting and is good practice that each rep has an opportunity to run a meeting. The chair will open the meeting and ensure the conversation is focused and balanced throughout.

2. AGENDA

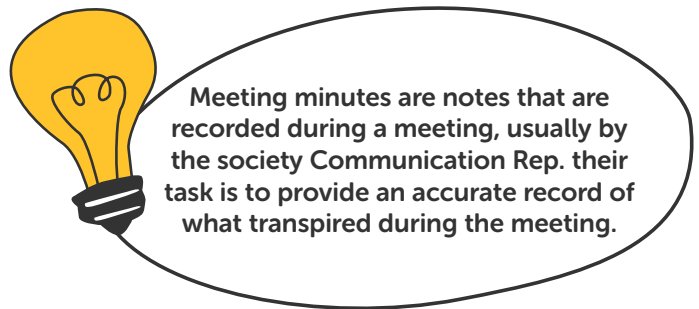
Ask other Society Reps in advance for any items that they wish to discuss and add to the agenda. The Communication Rep should send out copy of agenda in advance of your meeting.

3. MINUTES OF PREVIOUS MEETING

These should be shared with Society Reps in advance of the meeting. Reps 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 Communication Rep.



5. MATTERS ARISING

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

6. SOCIETY REP UPDATES/REPORTS

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

7. AGENDA ITEMS

Address the items on the agenda, discussing them with the Society Reps 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.