

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

COMMITTEE MEMBER MEETINGS

It is important that committee members meet at least fortnightly to manage their society effectively. Regular meetings help ensure that everyone is involved in decision making and that the society workload is shared. 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 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.

3. MINUTES OF PREVIOUS MEETING

These should be shared with society members along with the meeting agenda via email, in advance of the meeting. Members should be given at least one week's 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.



EXTRAORDINARY GENERAL MEETINGS

An EGM can be called when an order of business needs to be discussed or resolved which cannot wait until the annual general meeting or cannot be discussed or resolved by a committee member meeting or general meeting with the society membership.

Before an EGM occurs, the committee must inform their student activities coordinator that it is taking place.

An EGM can be called at any time by majority vote of the committee or on receipt of a request from the society membership which has support from at least 10% of the total membership. The exact nature of business to be dealt with must be recorded by the secretary.

ORDER OF EVENTS

1. Introduction and welcome from the meeting chair.
2. Secretary records details of all attendees
3. Society secretary details the order of business to the members in attendance
4. Cases are made both for and against the order of business
5. Members vote on the issue via secret ballot
6. The result of the vote is announced, and resulting actions are communicated.
7. The secretary email the meeting minutes to the society members and the Student Activities Coordinator



ISSUES WITH A SOCIETY COMMITTEE

On occasion, EGMs are called because of issues within the society committee. Mediation should be considered in the first instance, but your Student Activities Coordinator can help you to facilitate an EGM if the removal of a committee member is the only remaining option.

The order of events above should be followed and the committee member in question should be given the opportunity to speak and state their case before a vote is taken on whether they should be removed from their position or not.

If a majority of the membership agree with the removal of the committee member then the committee member in question will be required to step down from their role. The committee member themselves cannot vote.

As a committee you may decide to re-elect for the vacant position during this same meeting or you may decide to set a date for another EGM to give time for members to nominate themselves for the role. In both cases you must follow the guidelines set out in AGM handbook document.