



What We'll Cover


- Types of Meetings Your Club Should Hold
 - How, when, who & how of getting ready for meetings for great results.
- Holding A Great Meeting
 - Using systems and strategies to make the process fun and enjoyable.
- Making Sure The Work Gets Done
 - Following up, minutes & managing your committee.



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Basic Meeting Process

- Understand who should be at the meeting (what type of meeting are you having?)
- Know the constitution and its rules about meetings & voting
- Plan the meeting and give lots of notice
- Advise and prepare the agenda of the meeting
- Take minutes at the meeting and publish them quickly
- Follow up on business from the meeting



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Management Committee Meetings



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What's The Right Number?

Committees Don't Need To Be Big To Work..

- Often filled with positions we don't need
 - Does your publicity officer get you noticed?
- Create problems for quorums if too high
 - GM $Cx2+1$ CM $Cx\frac{1}{2}+1$



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Management Committee Members

Executive Committee	Past President
President	Registrar
Vice President	Fund Raising
Treasurer	Publicity
Secretary	Other

MEMBERSHIP OF MANAGEMENT COMMITTEE (MODEL RULES)

13.(1) The management committee of the association consists of a president, vice-president, treasurer, **and** any other members the association members elect or appoint at a general meeting.

(2) A member of the management committee, other than the secretary, must be a member of the association.

(3) At each annual general meeting of the association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.



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Everyone Helps For Effective Meetings

- 10 Days Before Meeting**
Ask for brief written reports from committee
- 7 Days Before Meeting**
Send out [Agenda](#), Traditional [Agenda Strategic Agenda](#) Minutes & Reports
- 1 Day Before Meeting**
Text to Remind Committee of Meeting
- During The Meeting**
Consider using mobiles for reminders
Ask for completion dates
- 1 Day After Meeting**
Send out minutes or Action List




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Dashboard Reporting

Operations:


Membership



January February March

Financial performance:

Invested Income



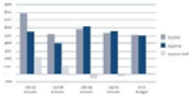
Progress on key initiatives:


	Training provided
	Resource development in sub committee
	Conference
	Staff retention

% of prospects who are members

63%

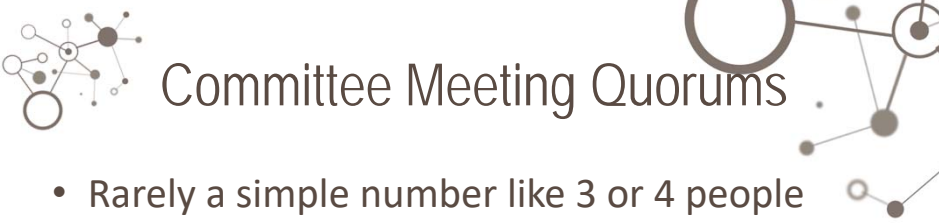
Financial performance to budget






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Committee Meeting Quorums

- Rarely a simple number like 3 or 4 people
- Usually ½ elected to committee at previous AGM + 1
- Always check your club's constitution to ensure you know what the quorum is!




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Postponing Committee Meetings

- Try not to adjourn a committee meeting if possible
- You can never get the same people to attend a postponed date
- Habits of postponing are enough to scare good committee away
- Those present may be able to continue and have decisions endorsed by rest of committee
- Reconsider if you do actually need to meet as often as you do at the moment



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General Meetings





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Types of General Meetings

- General Meetings are any meeting where ordinary members (not management committee) are allowed to attend and vote.
- Some business can only be conducted at a general meeting.
 - Elections & adoption of annual financial reports
 - Review or previous motions to general meetings
 - Some constitutional issues (Eg changing rules or some life memberships)
- Some clubs have:
 - Regular general meetings
 - An occasional Special General Meeting
 - Only an Annual General Meeting



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Monthly General Meetings

- Usually aren't required by constitution but develop as a way to encourage member participation or committee accountability.
- Tend not to be very successful at attracting members in modern life.
- Can attract a new and different audience each month, delaying decision making.
- Can constrain the club because of rules around proxies, adjournment etc.
- May encourage members to be too involved rather than allow the management committee to manage the business of the club which they have been elected to manage.



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Owner's Forums

- Great alternative to a general meeting which allows reporting and discussion without the constitutional & governance issues.
- Informal meeting prior to the Management Committee Meeting
- Go through the meetings rules (as usual)
 - One person at a time
 - Chair will recognise
 - Everyone can talk
 - One issue at a time
 - No interruptions
 - Comments to the committee not individuals
 - Not personal attacks
 - Keep calm
 - 3 minutes and then move on
 - Second opportunity after everyone else if you didn't finish



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Attracting Members To AGMs

- Combine AGMs with some fun activity
- Ensure nomination process is closed prior to meeting
- Let members know all jobs are taken
- Be prepared & send out dates very early!





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AGM Agendas & Forms

- [AGM Agenda Template.doc](#)
- [AGM Notice & Nomination Form.doc](#)
- [Proxy Form.doc](#)



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PROXY FORM





6 Vitals of AGM

- Attendance Register (name & signature)
- Reports (May be President, Committee or other)
- Financial Reports or Audit (Depending on Level)
- State Level of Public Liability Insurance
- Appoint or Endorse Auditor (or deal with financial reporting for next year)
- Election




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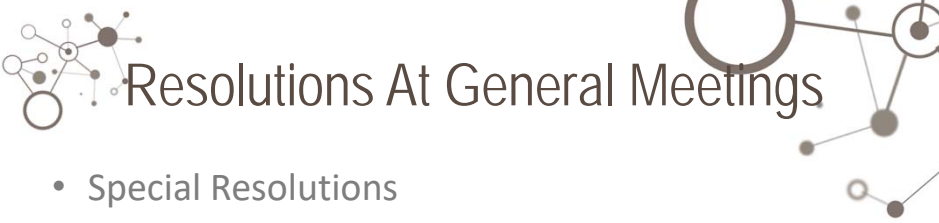
Working With Proxies

- Check if your constitution allows or requires proxies
 - Must send proxy form to all members with agenda, notices of motion & details of candidates for committee
 - Give clear instructions for proxy lodgement and deadlines
 - Ensure 2 electoral officers (not on the committee) will be present at the meeting
 - Secretary & Treasurer to ensure up to date lists on members and financial position of members to help verify legality of proxies (some rules allow non members to carry proxies)
 - Use coloured paper with number of proxy votes shown clearly for counting
- If proxies are not allowed
 - Nothing else to do!





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Resolutions At General Meetings

- Special Resolutions
 - Decision to Incorporate (Sec 6), Change of Name (Sec 35), Change to the Rules (Sec 48), Decision to wind up (Sec 89)
 - *Must have 75% majority of members AT the meeting (not all members of the club)*
- Ordinary Resolutions
 - Everything else the club needs to deal with
 - *Numbers required for success will be in your constitution*




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At The AGM

- Make sure everyone signs the attendance register & keep a copy!
- Prepare a great packet of information for members who attend including
 - Agenda & rules of order
 - Minutes of last year's AGM
 - Written reports & audit or financial reports
 - Any other information you think they need for the meeting
- **Establish if you have a quorum!!!**
- Address the agenda & notified resolutions
- Ensure "handover" takes place properly eg someone is there to chair the meeting during elections who isn't on the old or new committee
- Allow enough time for questions on the audit or financial reports
- Develop motions & vote accordingly




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Postponing General Meetings

- To be able to meet you must have a quorum according to your club's constitution (check yours as rules can differ)
- If there's no quorum the constitution will outline the process for moving forward
- Usually you will have to adjourn for 30 days (maybe more or less). If you still can't achieve a quorum you may need to meet only to fill the committee or you may be able to progress without another election.
- Always ensure you have a copy of the constitution at your AGM to clarify procedure.




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Understand For Your Audit

Notes To Accounts - Qualified Audit

- Except For: auditor disagrees with committee on accounting policies but doesn't warrant adverse opinion.
- Adverse: when effects of disagreement are material and there is misleading or incomplete information
- Disclaimer: limitation is so material the auditor is unable to express an opinion.



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Special General Meetings

- Can be called by either the Management Committee (Eg to change the constitution) or by the members (Eg to roll the management committee)
- Process defined in constitution which must be made available to members
- Committee should try and co-operate in the process as much as possible
- Usually contentious process so club will need good meeting practices (similar to AGM)



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Expecting Problems?

- Set specific behavioural ground rules (remember committee can make them up)
- If Contentious, considering hiring help
- Have a practice meeting if you're nervous
- Presiding officer should have a script to work from
- Everyone entering the meeting should receive the agenda, package & ground rules



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Holding A Great Meeting




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Meetings Laws When Incorporated

- Members can request annual financial statement. (28 Days) \$300 Fine.
- Minutes of general meetings must be supplied to members on request (28 Days)
- Allowed use of new technology for meetings.
- Casual vacancies, secretaries status & functions all clarified helping ensure clarity about who should be at meetings
- Fair Trading can request documents relating to your meetings– failure to provide \$1,500 penalty.
- Quorum minimum changed and natural justice is now the amount elected to management committee at last AGM + 1.
- Six months to hold AGM after end of financial year.



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Who Does What?

- Prepare agenda (Secretary & President)
- Prepare operational reports (All committee)
- Prepare financial reports (Treasurer)
- Send the package to all (Secretary)
- Read everything BEFORE the meeting (All committee)
- Chair the meeting (President unless not there)
- Uses the common seal (Secretary)
- Records the meeting (Secretary)
- Take minutes (Secretary or Minute Secretary)
- Discuss & Debate (All committee)



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Obtaining & Using Your Common Seal

- Contact Office of Fair Trading
 - Request copy of your Certificate of Incorporation
- Take the copy to a rubber stamp maker (most newsagents can help)
- Office of Fair Trading Ph: 13 13 04
Monday to Friday 8 am to 6 pm



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Use Digital Voice Recorders



Invasion of Privacy Act Sec 43 (1)

- Can tape if you are a party to the conversation.
- Club should have written guidelines that meetings will (or will not) be recorded.



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Provide Comprehensive Financial Reports.

- Prepare a budget at the beginning of every year.
- Monitor income & expenses to the budget.
- Ensure financial obligations are able to be met.
- Profit & Loss, Balance Sheet, Bank Reconciliation to every meeting.
- Make bank statements available to all.
- Never sign blank cheques at meetings (or ever)



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Proposing New Business

When you raise an issue also try and propose a solution for discussion.

Consider [putting things in writing](#), it makes it easier for people to review if they have a template to start with.

Don't be discouraged by the brick wall, ask if everyone will take another month to consider.



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Everyone Should Speak!

IN MEETINGS, ALL SHOULD:

- Report on last month's accomplishments and this month's goals
- Participate in debate
- Suggest new things
- Take part in strategic planning
- Use good manners



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Ask Questions

- Be prepared and show respect to your fellow members by being well researched and clear about what you want.
- Create a healthy meeting culture that encourages tough questions and strong debate without recriminations.
- Try not to discourage new ideas because you think you know what will work.



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Debating In Meetings

- You must raise your hand to be recognised by the chair.
- The person who makes the motion has the right to speak first
- Everyone gets to speak until everyone who wishes to do so has spoken once (tell people how you want them to vote)
- Only then can someone speak again
- Comments should be new, not repeats of what's already been said



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Decision Making In Meetings

Voting

- Assumes some won't agree
- Clear & open
- Proves commitment to the motion

Consensus

- Assumes all can agree
- Is democratic & equal
- Can avoid conflict in the meeting



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Chairing A Great Meeting



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Great Chairing Habits

- Take charge of the meeting
- Show some leadership
- Know Who Has A Right To Vote
- Keep to Time
- Control speakers topics and language
- Focus discussion on the agenda
- End discussion when necessary
- Summarize and resolve the issue
- Avoid using a casting vote (if you have one)
- Be careful of overpowering the group



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Keep It Short & On Time

- Optimum meeting time is 45 -90 Minutes
 - Always start the meetings on time once you have a quorum
 - Use timing on your agendas to help keep everyone focussed
 - Chairs have to control discussion to keep to time, people will be grateful
 - Be prepared to avoid the “how to” discussions that happen when we get together



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General Business


If you choose to use it
Always ask at the beginning of the meeting
Advise members you won't make a decision at the meeting at which a problem is raised

If you choose not to use it
Have an alternative way for members to have their issues addressed




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The Chair Recognises.....

- No required meeting system
- Different groups meet in different ways
- Formal systems
 - Roberts Rules of Order (Adversarial)
 - Cross Examination Debate (Adversarial)
 - Parliamentary System (Adversarial)
 - Nominal Group Meetings (New System)
- Informal systems




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Roberts Rules Of Order

- Points Of Order
 - Only used to call attention to a fault in the meeting process covered by By-Law or constitution.
 - Never to be used for any other purpose.
- Points of Information
 - Used to ask for more details in the decision making process and for clarity



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Meeting Monsters

- Monopolizers
- Rehashers
- Tangent Talkers
- Devil's Advocates
- Cynics
- Fence Sitters
- Pandora's Box Openers
- Brick Walls
- Attackers
- Jokers
- Robots
- Hecklers
- Egos
- The Defiantly Wrong



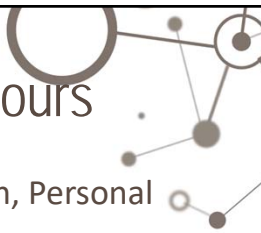


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Difficult Meeting Behaviours

- Late, Mobiles, Texting, Talking out of turn, Personal attacks
- Never smile & nod when people are behaving badly.
- Interventions refocus individuals or groups to keep the meeting moving forward (not scolding or closing someone down).
- Think about timing (before, during or after)
 - Lateness (before)
 - Preparation (during)
 - New Business (after)

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How To Intervene

- Keep your voice level and calm
- Acknowledge emotions but don't concede to them
- Do some online training on being assertive
- Remember you're a leader!
- Never allow personal attacks or abuse
- Threats to sue should be taken seriously and are a good reason for recording
- Do not arbitrarily remove people from the meeting if you can avoid it
- Consider private security if you're worried about safety
- Call police immediately if you or anyone else feels unsafe.



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Dealing With Difficult Chairs

- Chair should remember that they are a servant of the group
- Bring it to the attention of the chair during the meeting
- Use point of order when its appropriate
- Get some training for the chair or ask them to start attending other meetings where they aren't chairing (youtube has some great resources)
- Use the power of the group and put forward a formal motion




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Symptoms of Problems

- Members begin to believe they are the only ones who are right or who understand
- Act like the club, its money & its possessions are theirs
- Usually have a suite of behaviours that have worked in the past in meetings or out of them
 - Crying, yelling, intimidating, refusal to change or respond, friend-gathering



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Getting Meeting Work Done




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Post Meeting Paperwork

- [Minutes of Meeting](#)
- Action List
 - If you don't have time for full minutes send out a list of who is supposed to be doing what the next day
 - Include due by dates on all actions
 - Send action list each week between meetings
 - Use mobile reminders etc to help get work done



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Meeting Technology



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Skype Video & Tele Groups



www.skype.com



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Online SGMs & AGMs



Kingaroy Redbacks General Meeting

Time To Vote

If you would like to discuss the changes please don't hesitate to contact Club President Thomas Carroll 0419 775 928.

*** 1. MOTION: THAT the association adopt the proposed constitution. Nominated: Scott Tucker Seconded: Anita Wolski**

In Favour
 Against


Prev Next

www.surveymonkey.com



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Working Apart


Flying Minutes or [Resolutions By Circular](#)

- Can be via email, fax or letter
- All Directors vote
- Is recorded in the minutes of the next meeting as a decision
- Should be individually numbered and state a concise MOTION with background information.





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Questions



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