PREPARATION

This is the key to the success or failure of a good meeting. It is essential that a meeting agenda be prepared prior to the meeting.

After the agenda is organised, this should be circulated well in advance of the meeting, along with the previous minutes (if not already distributed), a written co-ordinator report, and current financial statement.

Committee members then have the responsibility of preparing themselves for the meeting by reviewing the agenda, written reports and other written material in advance of the meeting.

LEADERSHIP

The person chairing the meeting, usually the president of the association plays a key leadership role in determining the success or failure of the committee meeting. At the appointed hour, the chairperson calls the meeting to order, determines that a quorum is present, makes certain the secretary is taking minutes, and begins to address the agenda items.

A good chairperson follows the agenda and guides, rather than controls, the meeting. The chairperson should keep the meeting on track and limit needless discussion.

FOLLOW THROUGH

A successful committee meeting takes preparation, leadership and follow through on the part of the Centre Co-ordinator, as well as the committee members. It is important to develop actions from the meeting and allocate who is responsible for carrying out the tasks.

These key elements will allow even the most inexperienced committee members to function as professionals.

WHAT TO INCLUDE IN MANAGEMENT COMMITTEE MINUTES?

Content of your group’s committee meeting minutes can vary depending on the needs of the OOSH centre. However, it is necessary to include the following:

- Your organisation’s name;
- Date and time of the meeting;
- Committee members present and apologies;
- Copies of all reports
- Future actions or steps to be taken;
- The time the meeting ended;
- Signatures of the secretary and the chair.

It is also important to include details about the motions & decisions made and any actions required and who made them, as well as brief details of any discussion.

Try to strike a balance between having enough detail to make sense of the meeting, without having the document cluttered with irrelevant information.

5 TIPS FOR SUCCESSFUL COMMITTEES

1. Respect people’s time – remember parents are busy and their time precious.
2. Communicate – make sure all committee members are in the loop of communication
3. Acknowledge their generosity and expertise. Give something back. I’m yet to meet the volunteer who has been over thanked.
4. Be clear about the commitment required – give information on meeting schedules and keep meetings to time.
5. Know what you need in terms of skills & expertise – involve people who compliment each other in terms of their knowledge and talent.