

**LECTURE : 4**

**TOPIC : MEETING**

**AIM : TO UNDERSTAND AND ORGANIZE  
MEETING EFFECTIVELY**

### **LEARNING OUTCOMES**

1. One should be aware of the conventions of meetings, the documentation arising from meetings .
2. The roles people play in meetings, including the secretary and the chair.

### **TOPIC OUTLINE**

- 1.1 Introduction to meetings
- 1.2 The structure of meetings
- 1.3 Documentation for a meeting
- 1.4 Conduct of the meeting
- 1.5 Terminology of Meetings

#### **1.1 Introduction to meetings**

1. Meetings divided into 2 types ;
  - a.) formal meetings → by government legislation or the Articles of Association of a company, and governed by strict rules and conventions laid down in the organisation's formal constitution.
  - b) discussions → held informally for info exchange, problem-solving and decision-making.
2. Purposes of meetings:
  - To provide information to a group of people
  - To report on some activity or experience.
  - To co-ordinate and arrange activities.
  - To obtain assistance
  - To put forward ideas or grievances for discussion.
  - To create involvement and interest.

### **1.2 The Structure of Meetings**

A meeting must generally conform or respond to a measure of organisation and procedures.

- a) A Chairperson
  - Who guides the proceedings of the meeting and aims to maintain order.
- b) Decision or expression of opinion
  - Purpose is achieved by reaching some decision at the end of the discussion.
- c) An informal meeting
  - form of a group discussion 'chaired' by a leader and informally documented.

### **1.3 Documentation for a Meeting**

i. The following are the documentation associated with the meeting:

- Notice and Agenda
- Chairman's Agenda
- Minutes

#### **Notice and Agenda**

1. The notice states the type, place, day, time of the meeting.

2. It may form part of the agenda or a separate document.
3. The agenda is a list of topics to be discussed at the meeting.

Example:

Company name	PARKWAY ENGINEERING CO LTD
Notice states place, day, date and time of meeting	A meeting of the Sports & Social Club Committee will be held in the Refectory on Tuesday 14 May 2001 at 1800 hours.
Use the heading AGENDA	AGENDA
These three items of ordinary business are included on every agenda	<ol style="list-style-type: none"> <li>1 Apologies for absence</li> <li>2 Minutes of meeting</li> <li>3 Matters arising</li> <li>4 Chairman's report</li> <li>5 Football Results and Matches</li> </ol>
Special business is listed separately (any official reports come first)	<ol style="list-style-type: none"> <li>6 New Keep-Fit Classes</li> <li>7 Purchase of Tennis Equipments</li> <li>8 Annual Dinner Arrangements</li> </ol>
Finish all agendas with these final two items of ordinary business	<ol style="list-style-type: none"> <li>9 Any other business</li> <li>10 Date of the next meeting</li> </ol>
Space for signature	

Secretary's name and title	R FARRELLY Honorary Secretary
Date of issue	1 May 2001
Reference	RF/CW

### Chairman's Agenda

1. It's only for the chairman's use only
2. It contains extra notes in addition to the agenda headings.
3. Helps the chairman to conduct the meeting efficiently.
4. The right hand side of the Chairman's Agenda is left blank for the Chairman to make notes during the meeting.
5. These notes help the secretary in preparing the minutes.

Example:

Same main headings as Agenda	PARKWAY ENGINEERING CO LTD
Leave right side blank and use the heading NOTES Chairman will write notes in this section during the meeting.	A meeting of the Sports & Social Club Committee will be held in the Refectory on Tuesday 14 May 2001 at 1800 hours  CHAIRMANS'S AGENDA  1 APOLOGIES FOE ABSENCE

All members should be present

## 2 MINUTES OF LAST MEETING

Circulated on 16 MAY. Point out error in

4.1 : \$1200 should read \$12000.

## 3 MATTERS ARISING

## 4 CHAIRMAN'S REPORT

## 5 FOOTBALL RESULTS AND MATCHES

Mr Frank Jones to report on 3 matches held during April. Also future march schedule.

Mention any details which will help the Chairman to conduct the meeting.

## 6 NEW KEEP- FIT CLASSES

Mrs Carol Chen to propose the introduction of Keep Fit classes.

7 PURCHASE OF TENNIS EQUIPMENT

Mrs Aileen Forster to report on new tennis equipment Needed for July tournament

8 ANNUAL DINNER ARRANGEMENTS 8

Discuss date and venue, appoint person in charge and Ideas for programme.

9 ANY OTHER BUSINESS

10 DATE OF THE NEXT MEETING

Suggest 24 June 2001

Date

11 May 2001

Reference

CW/RF

**Minutes**



There were no matters arising.

#### 4 CHAIRMAN'S REPORT

The chairman pointed out that over the last 6 months memberships had fallen by 20%. He felt this was due largely to lack of publicity during the present year, and also that new employees were not aware of how to join. The following decisions were reached.

Include the page number at the top left

2

##### 4.1 CIRCULAR TO ALL STAFF

Break down items if appropriate into separate headings.

A letter would be sent from the Chairman to all Employees who were not member of the club. This letter would outline aims and activities. A tear-off slip would Be included for interested employees to indicate their Area of interest. CE

Insert initials or full name in the ACTION column.

##### 4.2 SOCIAL EVENING

A social evening would be organized specifically for non Members, to include refreshments. Miss Chen agreed to Make Arrangements. CC

#### 5 FOOTBALL RESULTS AND MATCHES

5.1 Mr Frank Jones reported on the results of the 3 football matches which had been held during April:

Team A v ABC Kitchens	12 April	Won 4-3
Team B v Wayborn Engineering	19 April	Won 3-2
Team A v SGL Machinery	26 April	Won 5-2

5.2 Future matches were schedule to be:

Team A v Team B	18 May	3pm	Home
Team A v Myers	25 May	3pm	Away

## 6 NEW KEEP FIT CLASSES

Miss Carol Chen proposed that keep fit classes should be Held. Mrs Sharon Warner from the Fun N Fitness Gym Had agrees to conduct such classes on the Company's Premises every Wednesday evening form 6-7 pm.

A discussion was held on a suitable location for the classes, and it was decided that the Training Office would be suitable. Miss Chen was requested to circulate a notice to all staff Announcing the first Keep Fit Class on Wednesday 22 May. CC

## 7 PURCHASE OF TENNIS EQUIPMENT

Mrs Aileen Forster reported that the in-house tennis AF

She pointed out that new nets and balls were required and that the tennis courts needed repairing. It was agreed that she should make the necessary arrangements prior to the tournament.

## 8 ANNUAL DINNER ARRANGEMENTS

It was agreed that the Annual Dinner would be held on Saturday 14 September. Mrs Wendy Williams agreed to take charge of all arrangements. She was asked to conduct Ardley Hall to make preliminary enquiries about their facilities and to report back to the next meeting. Members were requested to consider ideas for the evening's programme. A further discussion would be held at the next meeting.

9 ANY OTHER BUSINESS

There was no other business

10 DATE OF THE NEXT MEETING

It was agreed that the next meeting would be held in the Refectory on Thursday 24 June 2001 at 1800 hours.

Leave space for Chairman to sign and date of the next meeting.

.....(Chairman)

.....(Date)

16 May 2001

CW/RF

**1.1 Conduct of the Meeting**

### Preparation for meeting

1. Be clear on the need for the meeting – what is its purpose and aim?
2. Identify the main subjects or topics and subtopics for discussion by having analysed the situation.
3. Select the participants, who can make a positive contribution.
4. Set and distribute the agenda.
5. Prepare the location.
6. If you are the leader, follow the agenda as set.
7. A record of the proceedings needs to be made and someone will have to be designated for this task.
8. Summarize or conclude the essence or main points of the meeting and close with a review of action that is to be taken, by whom and dates.

### The preparation a secretary should make

1. Secretary issue the necessary documentation at the appropriate time.
2. Responsible duties:
  - a) convening the meeting and preparing the requisite documents.
  - b) all correspondence
  - c) general administrative work
  - d) any legal correspondence
  - e) the financial work of the organization
  - f) taking records of the meeting in the form of minutes.

### **The Duties of a Chairman**

1. The Chairman needs to pre-plan and establish priorities.

## 2. Duties include:

- a) ensure that his own appointment and that of other officers are in accordance with the rules.
- b) making certain that the meeting has been properly convened.
- c) to ensure that the meeting is being conducted orderly.
- d) preventing irrelevant discussions, and providing the opportunity for those who really need to express themselves.
- e) making a record of the proceedings.
- f) conduct the system of voting if this is deemed necessary during the meeting or at its conclusion.

## **Terminology of meetings**

There are a number of vocabulary items that are often exclusive to meetings such as the following:-

1. Proposer - speaks about the statement/ argument that they have proposed.
2. Secunder - supports the proposal.
3. Quorum – the minimum number of members that must be present at a meeting, according to the rules.
4. Motion – a proposal to be considered at the meeting.
5. Amendment – to the proposal which will have to be voted for and if carried, accepted.
6. Collective responsibility – a rule by which all participants agree to be bound by a decision.
7. Casting vote – by the chairperson if there are an equal number of votes on either side of an argument.
8. Adjourn – this means that a meeting will be held over to another time or date.
9. Constitution – a set of rules by which the members of a group are expected to abide.
10. Ex officio – an individual given rights and powers by reason of the position he or she holds.
11. Mover – an individual who speaks on behalf of a motion.
12. Opposer – an individual who speaks against a motion.
13. Point of order – drawing attention to the breach of rules or procedures.
14. Proxy – this means on behalf of another person e.g. proxy vote.
15. Resolution – a motion that has been carried.