

LECTURE : 3

TOPIC : Demonstrate an understanding of the purpose of meetings and types of meetings.

AIM : To understand the purpose and the definition of each type of meetings.

LEARNING OUTCOMES :

After completing this chapter you should be able to understand:

- 1. The purpose of meetings.**
- 2. The definition of each type of meetings.**

TOPIC OUTLINE:

2.1 Explain the purpose of meetings.

2.2 Define the purpose of each meeting type.

NOTES:

3.1 Purpose of Meetings:

To provide opportunities for a two-way democratic discussion by which problems may be solved, obstacles removed, conflicts resolved, information and ideas shared, rumours and anxieties dispelled, decisions made; as well as opportunities for generating interest and active involvement and co-ordination.

3.2 The Different Types of Meetings

A. Formal Meetings

a) Annual General Meetings

Annual general meetings are required by statute and provide a means by which a company, organisation or society can reappraise its affairs for the past year in the form of annual report, elect or reinstate office holders for the coming year and declare its future intentions.

- Example of these meetings, meeting open to all shareholders
- 14 days notice must be given excluding the day of posting notice and the meeting day itself
- Meetings would be improperly constituted and therefore invalid, if the above is carried out

b) Extraordinary General Meetings

They are open to all shareholders. Called at the request of representatives of 10% of the voting shares, discussing on special businesses, abnormal in nature and of concern to the shareholders.

c) Statutory Meetings

This meeting is required by law to ensure proper communication between the directors of a company and its shareholders. Such meeting must be held not earlier than one month or later than three months after a company commences trading. Previous statutory report should have been circulated to all members.

d) Board Meetings

Management meetings of the board of a company are attended by directors and chaired by the chairman of the board or deputy chairman. In reality it can be informal, depending on the size, the composition of the board and the business discussed.

e) Committee Meetings

A committee set up for some negotiating purpose. Members of management have been appointed because of their expertise and position in organisations. Members should carry out a particular function and committees will often hold regular meetings.

f) Executive Committee

Members may be elected or chosen to sit on this committee, which has wide-ranging powers to manage an organisation and formulate its policy.

g) Standing Committees

Permanently established to deal with on-going matters, such as health and safety.

h) Advisory Committees

Consist of a group of individuals with a specific expertise who meet and discuss matters of policy relevant to their particular terms of reference. They advise the executive committee and may make recommendations to other organisations, if appropriate.

i) Sub-Committees

Consist of a group of individuals nominated by the parent committee and given particular matters to investigate. The sub-committee must keep within its terms of reference and must report back regularly to the main committee.

j) Joint Consultative Committee

Tend to be used for a wide variety of purposes, but are broadly aimed at improving communications and keeping the workforce informed about policy and management decisions.

k) Ad-Hoc Committees

Formed for a specific purpose, such as to arrange a fund-raising event. Once the work is completed, the committee is dismantled.

B) Informal Meetings

a) Departmental Meetings

They are usually held either to pass information down the organization (briefing sessions) or to receive progress reports (perhaps from section heads/head of dept.).

b) Managerial Meetings(Briefing/Progress)

They occur frequently between a manager and their subordinates and will form a vital part of the decisions making process. Sometimes the manager need to brief staff and at other times obtaining feedback on their progress, their opinions and ideas. Meetings to be effective will depend on good interpersonal relationships.

c) Working Parties

A popular approach to solving problems by gathering together a group of individuals from different areas of work with different levels of responsibility and with different degrees of expertise. Providing fresh approach to solving problems. It permits flexibility and encourages individuals and ideas.

Other Types of Meetings

1. Conference

A term normally used to describe a residential event where a number of delegates are invited to participate in a programme of activities which have been organised in advance. A conference can vary from a few hours for selected staff to a weeklong event for people from all over the world.

2. Debates

Meetings at which one topic only is discussed, and views are given for and against the topic.

3. Presentations

Normally presented by the host organisation for its customers. The customers may be either actual or potential. The aim of a presentation is to convince customers that the organisation is honest and reliable and can offer competitive service.

4. Seminars

Usually one-day events, which are learning experience for those who attend. Invitations are normally sent to those who are likely to be interested in the topic.

5. Symposiums

Usually informal seminars, at which several specialists deliver a short talk on a topic or related topic, followed by a two-way question and answer session or an open discussion.

ARRANGEMENTS ENTAILED IN ORGANISING INFORMAL MEETING.

The arrangements involved in organising informal meetings are as follows:

- Liaise with others over mutually convenient time
- Venue (book or confirm block booking)
- Prepare notice, agenda and previous minutes (where circulated)
- Prepare other paperwork
- Arrange refreshments
- Book any audio/visual support materials needed
- Organise car parking where necessary

