

THE CLUB BUSINESS / MEMBERS MEETING AGENDA – A CLEAR GUIDE!

Circulated with the Staffordshire YFC Club Efficiency Competition Guidelines 2018/19 Date of Issue 09.11.18

This agenda should also be printed and circulated for the members to refer to during the meeting. The Club Chairman, Secretary and Treasurer should run through this before the meeting.



Top Tip – A Chairman and Secretary should be speaking regularly each week – an ideal time is a Sunday night to go over anything coming up that week. Communication is the key!

Example of an Agenda

1. **Welcome to the Meeting** - at this point it is appropriate for the Chairman to welcome and introduce any guests i.e. Guest Speaker or maybe a County Representative or any new members. **SUBTLE HINT – INTRODUCE THE CLUB EFFICIENCY JUDGE!** Also, welcome and thank all members for attending as well
2. **Apologies for Absence** - these need to be recorded in the Attendance Book
3. **Record of Attendance** – This should be circulated at each meeting and signed by all those present. NB the Club Efficiency Judges will be looking at this when they visit. The record should have the DATE, VENUE, TIME ON THE HEADING AND CLEARLY SHOW APOLOGIES AND THOSE ATTENDING.
4. **Minutes of the last Meeting** – these are usually read out by the Club Secretary or Minutes Secretary. These should be printed or written in a Formal Minutes Book – not stored only electronically and NOT circulated via social media.
5. **Matters Arising** – ask if there are any “Matters Arising” from the minutes before signing them as a true and correct record. If there are any matters arising, these should be noted.
6. **Correspondence** – Could include Intention to Enter forms for competitions, training opportunities, thank you letters from anyone i.e. charity for donations etc.
ACTION PRESS – It is ideal if you read and highlight the appropriate sections, which are relevant to your club. Not just what YOU think may be interesting but what your club members may be interested in as well. Action Press often has discussion points which need feedback to a county committee meeting – make sure you action this as well!
7. **Treasurers Report** – This should be given at every Business Meeting to inform the members of the club about the finances. It should include income and expenditure for the period, current balance, any forthcoming spends to be approved and any budgeting for club events. The details of this report must be recorded accurately in the minutes of the meeting.
8. **Any Other Reports** – have a note of these in date order and arrange for who is going to give the report beforehand if possible. Looking back at competitions, events, club meetings and activities since the last Business/Members Meeting. Report of County meetings should be in here too – each rep is sent a summary report from the meeting so all the details are available to summarise for your members.
9. **Main Business of the Meeting** i.e. Guest Speaker
10. **Any Other Business** this should NOT have items in it before the meeting starts, it should be used to refer to for any last-minute items of business not already covered.
11. **Date of next Meeting** (not necessarily the next Business Meeting – what is happening next week – ensure all members know when, where and what time and that particularly the younger ones are aware of transport arrangements)
12. **Meeting Closed at** – record the time.