

Taking YFC Club Minutes – Top Tips!

(taken from The Source, The NFYFC Guide for all things YFC – each club has a copy!)



- ❖ Minutes form a historical reference and a legal record of the charities' activities and decisions that create an audit trail. Minutes are a record of what took place during a club meeting, including who attended, discussions, actions to be taken and time the meeting started and closed.
- ❖ They are a record of the club's finances, achievements and future plans.
- ❖ Before the meeting, be fully prepared. Remember to have a copy of the agenda, two pens, paper or laptop to type up minutes during the meeting. You can even set up a template that follows the agenda and has space under each heading to help save time during the meeting.
- ❖ Have any correspondence and background information ready.
- ❖ You will need to have the minutes of the last meeting ready to read out and for the chairman/woman to sign.
- ❖ Try to sit next to the chairman/woman to make it easier to answer his/her questions.
- ❖ Don't try to write everything down. Focus on capturing the main points of the discussion, action points, outcomes and names next to the actions.
- ❖ If you can't hear, you can't record accurate minutes. Interrupt the meeting and address the chairman/woman to advise that you can't hear. The chairman/woman will then request the speaker to speak louder and clearer.
- ❖ All official minutes, such as the AGM, with a proposer, seconder and motions/decisions that are carried, should have a minute reference number for future reference. Minute numbers carry on from one meeting to another.
- ❖ Try to write or type up the minutes straight after the meeting whilst it is still fresh in your memory. Keep them concise and to the point. If you are unsure of anything, speak to your chairman/woman and forward a copy to them before the next meeting.
- ❖ When you write or type up the minutes, keep all matters in the order that they were discussed at the meeting – even if they differ to your agenda. Sometimes items are discussed earlier as someone may not be able to stay for the entire meeting.
- ❖ Circulate the minutes to the Club Chairman, Secretary and Treasurer plus anyone who has an "Action Point" to follow up.
- ❖ If you have typed up the minutes, print them out and stick them into your club minute book as the chairman/woman will need to sign them at the next meeting. You need to have a printed copy of the minutes and a saved version on a computer.
- ❖ It is not acceptable to only store minutes electronically. All Clubs must record their minutes either printed or hand written into an appropriate minutes book.
- ❖ Full names should be used when referring to individuals in minutes, not nicknames or first names only. Remember, Minutes form a historical reference and a legal record of the charities' activities and decisions that create an audit trail – they MUST be recorded correctly.