

Committee Minutes – Guidance Note

The club Secretary will take handwritten notes of the committee meeting. The Secretary will endeavour to include significant points made in discussions and sufficient information to prepare draft minutes for the committee's approval at its next meeting and a summary of the proceedings for the club Bulletin, see below.

The Secretary will (if possible) also make a complete audio record of the meeting. The audio recording will be retained for reference until formal approval of the meeting minutes has been made.

Using the notes taken at the time of the meeting the Secretary will prepare draft minutes. The minutes are drafted primarily to record the decisions taken and to clarify action points. The exact wording of proposals and the names of the proposer and seconder are to be included and whether the motion carried or not.

The Secretary will circulate the draft minutes to committee members one month before the next meeting. This will provide an opportunity for members to prepare themselves for the next meeting and also to advise the Secretary by email of any minor factual errors (such as omitted attendees). Any other issues that committee members may have with the draft minutes should be raised at the next committee meeting at which the accuracy of the draft minutes will be discussed, amended if necessary and approved.

The Secretary will also write a summary of the proceedings for publication in the first available Bulletin following the meeting. Should there be any doubt as to the style or content of the summary the Secretary will consult with the Chairman and any person likely to be affected by the summary.