

Executing Club Committee Business – Guidance Note

Having achieved an effective agenda and business management, there must be a process for executing decisions and ensuring that action agreed by the club committee are fulfilled. Where reasonably practicable the following procedures should be followed:

1. Within ten days following a committee meeting the Secretary should circulate a resume of the meeting, only highlighting the decisions reached and the action agreed. This should identify the committee member/s tasked with the action, and a deadline for completion, which should have been agreed at the meeting.
2. This will be similar to the resume of the committee meeting published in the Bulletin, which should only cover the decision reached without the need for too much background briefing. Dissenting votes should be recorded.
3. The allocated committee member will be responsible for completing the action/s allocated to them at the committee by the deadline agreed and being prepared to report back and be accountable to the following committee meeting.
4. With the circulation of the initial agenda for the next meeting, the Secretary should ask members to confirm that they had complete any and all tasks allocated to them at the previous meeting.