

Managing Club Committee Business – Guidance Note (revised 29 October 2014)

In order to speed up the committee meetings and ensure the efficient dispatch of business, the following procedures should be followed:

1. Committee members should inform the Secretary of any business they wish to bring to the committee meeting four weeks before the meeting.
2. Two weeks before the committee meeting the Secretary will circulate an agenda agreed by him and the Chairman.
3. Committee members can comment on the agenda, suggest any further items and produce papers to support their business item, to be with the Secretary one week before the meeting.
4. It is important that anyone proposing business should provide all relevant supporting information to the Secretary for circulation to committee members prior to the meeting. These are then circulated to all committee members by email at least two days before the meeting. Any other committee member should provide any additional information in his possession, preferably to the Secretary in time for circulation with the main documents but, if this is not possible, at the meeting.
5. Officers entitled to attend committee meetings should be able, or make other arrangements, to accept delivery of committee papers by email.
6. The final agenda should be timed with a completion guideline applied to every item. No committee meeting, unless dealing with truly exceptional items, should include more than four hours of business items, allowing a reasonable time for lunch and informal meeting between committee members.