

The Meeting Cycle

ORGANISE THE MEETING

- [DoodlePoll](#)
- When (date/time)
- Where (online/F2F)
- Zoom Link / [book a meeting room](#)

The Secretary then...

- Writes the [agenda](#)
- Circulates it via email (or other preferred means)

Previous Minutes + Matters Arising

- Motion that the previous minutes are accepted as correct
- Moved - Seconded - Endorsed (voted upon)

Reports

- Verbally given / read out
- Debated (if needed)
- Motion that reports are accepted
- Moved-Seconded-Endorsed (voted upon)

MEETING IS CLOSED

- [Learn more about running a Club or Society](#)
- [Download templates to help you run your Club or Society](#)



The Secretary then...

- Invites Members
- Calls for items
- Reports
- Apologies

AT THE MEETING

- The Chair / [President](#) opens the meeting
- [Acknowledgement of Country](#)
- Welcome attendees
- Read Apologies from those who can't attend

Correspondance

- Secretary or Chair to inform the attendees of any incoming + outgoing emails / information

General Business

- Items listed, debated, motions moved for action

Other Business

- Items not included on the agenda that may be brought up

After the Meeting

The Secretary

- Writes up the [minutes](#)
- Circulates them via email (or other preferred means) within 4 days of the meeting.