

Handy Hints

to help you run a Happy
and successful Meeting



North East Downs Landcare Group Inc



Meeting Procedure Guide

Compiled by North East Downs Landcare Group Inc. to aid their sub groups in achieving their landcare goals.

All groups should

- regularly update their constitution
- have a regularly updated plan or vision for the future of their group. The plan is a living document so it changes and grows with your group. If your group doesn't have a plan NED's coordinator is there to help you formulate your plan or make changes to your group's constitution

For insurance purposes

- an attendance record with times of arrival and departure, phone number, emergency contact number and known medical conditions must be signed and dated by each member attending a meeting, workshop, field day etc.
- the group must have a first aid kit at meetings, field days and workshops
- Groups should be registered with QWaLC for Public Liability, Directors and Accident insurance

Each group should have the following:

- Chair
- Vice Chair
- Secretary
- Treasurer
- Management or executive committee
- Coordinator (if your group doesn't have a paid or unpaid coordinator then the group should appoint someone to administer projects e.g. NED coordinator)



Election of office bearers

This will be carried out in accordance with the group's constitution

Duties of the Chair

- Organise the meeting place
- Introduce yourself and welcome new members
- Have an agenda usually prepared in conjunction with the secretary
- Keep to the agenda
- Be neutral - don't push your own ideas
- Be open to everyone's ideas
- Make sure to start and finish on time





Duties of the Secretary

The basic function of the secretary is to keep the records (non financial) and deal with correspondence

- Keeps records of members in order to show who is entitled to vote
- Calls and gives notice of meetings
- Ensures that any papers required are prepared and circulated prior to the meeting eg. agenda, minutes of previous meeting
- Keeps accurate minutes of the meeting
- Sees that letters are written and replied to and that correspondence is available for inspection
- Is responsible for written reports of all correspondence
- Notes all actions and motions of the meeting
- Prepares the agenda - usually jointly carried out with the chairperson
- Ensures that written records and written and oral reports are available for the incoming secretary so that they can maintain proper continuity
- If the group is incorporated then the secretary needs to send an annual return to the office of fair trading

Minutes are the way to provide the history of the group. They are a written reminder of decisions reached. They can be used in planning, decision making, and resolving conflict and by having such records it is easy to keep track of what was actually decided. They are a legal document. They must be seen and agreed to as a true and accurate record and must be signed by the chair in front of witnesses that they are a true record.

Minutes should include:

- Type of meeting
- Date, place and time meeting started and finished
- Those present
- Apologies from those unable to attend
- Reference to the previous meeting minutes noting that they are correct and note any amendments or business arising from them. The original minutes cannot be altered unless a reference is made in the new minutes of any alteration to the previous minutes.
- When a report is presented it should be noted





Duties of the Treasurer

- Plans finances and takes responsibility for financial management
- Sets up accounts
- Prepares annual and other budgets
- Prepares and presents financial reports for the meetings. Reports required are: Profit and Loss, Assets and Transaction.
- All reports are to be signed by the Treasurer and the Chair
- Prepares accounts for auditing and provides information to the auditor as required
- Keeps adequate records, including receipts and payments
- Any money received should be banked promptly
- Signs cheques on behalf of the organisation (at least one other person must co sign the cheques) this must be arranged with the groups financial institution
- Blank cheques should not be pre signed
- Ensure cheque books and cash are kept locked up
- Ensures adequate written records and reports are available for the incoming treasurer so that proper continuity can be maintained.
- Ensures all financial records are kept for the legally required time





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