



7.1 – Meeting Minutes

1. Introduction

This policy will assist in ensuring that Office Bearers are aware of Scarborough SLSC's meeting procedures.

2. Objectives

The objectives of this document are to;

- Ensure that Scarborough SLSC Office Bearers are aware of the Club's meeting procedures.
 - Ensure that Scarborough SLSC maintains historical records in relation to Club Meetings.
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3. Meeting Frequencies

The Executive shall meet at least once every month to conduct the affairs of the Club which shall include all matters pertaining to the administration of the Club.

The Beach Operations Committee shall meet on a monthly basis or as often as it is deemed necessary.

All other Club Committees shall meet as often as deemed necessary to effectively carry out their duties.

4. Agendas & Minutes

It is the responsibility of the Chairperson presiding over each meeting of the Club to ensure that participants receive an agenda and that an accurate account of the meeting is recorded in the form of Minutes of the Meeting. The Chairperson may delegate this task to another member of the committee as deemed fit.

- Meeting minutes should be ratified at the subsequent meeting of the relevant Committee;
- The Minutes should be received by the Club Office and available to all club members to view within 7 days of being ratified;
- The Executive may request reports from committees on their meetings if required;
- The Minutes of Committee meetings will be stored in the Club Office for the remaining term of that Scarborough SLSC financial year and then will be archived and kept indefinitely so as to maintain the history and records of the Club.

Template documents of Reports, Agendas and Minutes to aid office bearers in this task is available from the Club Office if required.