

Scarboro Surf Life Saving Club

Policy 7.1 Meeting Procedure



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 Board, Standing Committees, Board sub committees and all other approved committees of the Club, shall meet as often as is required under the conditions of the Constitution, the Club Policies or the Terms of Reference under which they are appointed.

4. Agendas and Minutes

Responsibility for the setting and circulation of agenda for each and every meeting of the Club, is the responsibility of the Chairperson presiding over each and every such meeting.

This task can be delegated to the Director Administration, in the case of the Board and General Meetings; or, to any appointed secretary or secretarial assistant, where such an appointments exist, of any other Committee.

However, responsibility to ensure that all members eligible to receive such agenda, remains with the Chairperson.

- Minutes of every meeting should be available for circulation to all persons so authorised to receive them within seven (7) days of the meeting;
- Minutes should be ratified at the next subsequent meeting of the relevant Committee;
- A copy of all minutes of all meetings should be received by the Club Office for filing and record purposes within 7 days of being ratified;
- Minutes of all Standing Committees and Board sub-committees shall be tabled at the next immediate Board meeting for adoption;
- Minutes of General Meetings should be posted on the Club website within seven (7) days of the meeting;
- Minutes of all Committee meetings should normally remain confidential to the members of the Committee to which they refer and to the Board (in all cases), however a copy may be sighted by a member on request to the relevant Committee Chairperson and/or to the Board;

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- Minutes of all Committee and General meetings will be stored appropriately in the Club Office, or as determined by the Board, for the remaining term of that financial year and then will be properly and appropriately 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 are available from the Club Office if required.