



Volunteering

@Loddon



Meeting Checklist

for effective meetings....

- Call for agenda items from other group members
(Chair)
- Create/send agenda & meeting papers
(ideally by 1 week before meeting)
- Prepare financial information/report
(Treasurer)
- Send confirmation of attendance or apology
(all members)
- Read meeting papers
(all members)
- Confirm minute taker
(this is usually the secretary if present)
- Discuss agenda items
(all members guided by Chair)
- Call for other business
(Chair)
- Summarise key decisions/actions
(Chair)
- Send minutes through to group members
(as soon as possible after meeting- Secretary)