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**HOW TO…RUN MEETINGS**

This guide is to help you run committee/member meetings; including preparation, venue booking, agenda guidelines, taking Minutes and after the meeting.

**Preparation**

You need to consider the following:-

* Date, Time, Venue – Remember to book a room, please see ‘How to… Book a Room’
* Attendees – Invite appropriate people and remember to give them adequate notice
* Guest – If you are inviting a guest (non-student) to a meeting please see ‘How to…Guest Speaker’
* Agenda – Ensure Agenda is set and sent to attendees prior to meeting
* Resources – Laptop or Pen and Paper to take Minutes
* Previous Minutes – send out Minutes from previous meeting so people can check their actions

**Agenda Guidelines**

What you should include in your Agenda:-

* Standard Items – Date, Time, Venue
* Apologies (those unable to attend)
* Agreement on Minutes from last meeting and Matters arising
* Regular items e.g. Finance, Health & Safety
* Items from other relevant meetings that need feeding back
* Items suggested by members/attendees prior to meeting
* Any Other Business (AOB)
* Date and time of next meeting

**Taking and Typing Up Minutes**

When taking and typing up your Minutes you should remember a few important things:-

* Make a register of who is in attendance
* Always write your Minutes in past tense
* Minutes should be clear and concise
* Make sure you note down any actions and who they are assigned to
* Sentences should be no longer than 20 words
* Do not use vague words
* Remember to put your Minutes under header, whether title or number, this will depend on how your agenda was set out
* Do not pad out sentences with extra words
* Give full information, enough to be relevant and clear
* Do not use a long word where a short one would do
* Abbreviations can be made with the full word in brackets on the first occasion
* Try to avoid jargon where possible
* Remember ABC = Accurate, Brief and Clear!

We recommend that you use the Minutes and Agenda Templates which can been found on the Committees Hub.