

## Club Meetings

One of the key factors that contributes to a club's success is the way they conduct meetings. By being organised and running meetings effectively, your club can operate better.

### Different types of meeting

Your club will run an array of different meetings depending on the occasion and what needs to be discussed. Here are some of the most common and frequent types of meetings:

**Committee Meetings** – With the elected committee members in attendance, the purpose of these meetings is to discuss how the club is managed and any arising matters. These meetings should be short and regular with their frequency listed in the club's constitution. Minutes should be taken at these meetings, and then ideally circulated around the club so members can read about what was discussed.

#### Top Tip:

If it isn't already in your constitution, it may be helpful to create some guidelines for how committee meetings are conducted. This can help with keeping the committee on track with the subject of discussion and help resolve any issues that may occur.



**Annual General Meeting** – Also known as an AGM, this meeting happens once a year and is open to all members of the club. AGMs are an opportunity to reflect on the club's achievements over the past year and look towards the future. Any changes to the constitution and rules are made during this meeting, as well as electing the club's committee for the year ahead. Updates are also given in relation to the financial situation of the club through the annual accounts.

For an AGM, there should be a quorum. This means a minimum number of people present in the meeting in order to vote on the items proposed. At Motorsport UK, it is recommended that the AGM take place during the same month each year, and members should be given at least a 14 day notice prior to the meeting taking place.

#### Top Tip:

Make sure that the AGM is well publicised on your channels so that club members can attend if they so wish. This is their opportunity to contribute and share their thoughts on how the club should be run.

As well as the rest of this document, we have provided you with a handy checklist in order to prepare for your AGM in the Club Toolkit. To find this, click [here](#) or head to the Club Management > Club Structure section.

**Extraordinary General Meeting (EGM)** – Similar to AGMs, EGMs are open to all members of the club. They are normally called in exceptional circumstances when club members want to:

- Amend a club rule
- Amend the constitution
- Discuss any other important or urgent matters that cannot wait until the AGM

In order to call an EGM, the meeting is normally requisitioned by a certain number of people, the number which is normally outlined in the club's constitution. Like an AGM, an EGM must have a quorum, the number of which is also listed in your club's constitution. These are both key, as a certain number of people have to be there to make the decision they called the meeting for.

**All the rules for AGMs and EGMs should be outlined in the club's constitution, and referred to throughout the meetings. If there is any doubt about a rule, this should be clarified and specified in an AGM or EGM.**

## Agenda

An agenda is a list of all the discussion points that are going to be covered in a meeting. These points are called items, and are prepared before the meeting. This task is normally the responsibility of the Secretary, and then approved by the Chair, before being sent out to those attending the meeting.

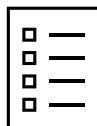
### Remember !

Remember that you need to send the agenda to everyone by a certain date, normally outlined in your constitution, especially for general meetings. This is so that everyone can prepare what they would like to discuss.

The agenda normally consists of the following items:

- Title, date, time and venue of meeting
- Minutes of previous meeting for approval
- Actions relating to previous meetings
- Matters arising
- Financial matters or Treasurer's report (mandatory for an AGM)
- Reports from other committee members
- Any other business (AOB)

Not every item listed here is necessary for all meetings.



## Minutes

Minutes are detailed notes of what occurred during a meeting. Usually a task undertaken by the Club's Secretary, minutes include the main discussions had, decisions taken, and subsequent actions and. They count as a record of what happened in the meeting.

Minutes need to be approved by the Chair and other committee members, usually at the beginning of the next meeting, and subsequently circulated among your members so they know what was discussed. It is important that minutes are accurate as they reflect what happened in the meeting.



Here are some top tips for writing minutes:

- Write the minutes in the order the discussion took place in the meeting – an order for this can be seen on the next page.
- Ensure the date, time and place are outlined at the beginning of the meeting.
- Make sure that the minutes from the previous meeting are approved.
- If possible, record the meeting so that you can listen back to understand something you missed/didn't understand. However, before recording, make sure everyone is aware this is taking place, and that is it for the purpose of minute taking.
- Don't write a transcript – minutes should be a concise record of what was discussed. You don't need to write what each individual said, unless there is strong opposition.
- List any actions that come about. Sometimes it is also useful to record whose responsibility it is, and whether there is a deadline for it to be executed.
- Write your minutes in the past tense.
- Try to write your minutes as soon after the meeting as possible so that the discussions are still fresh in your mind.

Some useful words and phrases for minutes include:

A discussion was had	In detail
Acknowledged	In favour
Agree	Noted
Approved	Opportunity
Briefly	Questions were raised
Clarified	Received
Consideration was given	Requested
Draw attention to	Resolved
Drawbacks	Resolution

## Top Tip:

Get someone to read through your minutes before you send them off. This way, you can avoid spelling mistakes and confusing sentences that might not make sense.

The order your minutes are written should follow the categories listed in the agenda. However, the minutes should also include the people present (i.e. the members of your committee who came to the meeting), and those in attendance (members who are not on the committee, or observers). Minutes should also include the welcome, apologies from those who couldn't make it, and the date of the next meeting.

## Virtual Meetings

In our current climate of a digital world, it is very common for meetings to be held virtually. We have created a guide on the best practices when conducting virtual and hybrid meetings. You can find these in the Club Toolkit under Club Management > Club Structure.



For more information guides visit the Motorsport UK Club Toolkit.

For guidance and suggestions of further guides, email the Motorsport UK Club & Community Development Team at [club.development@motorsportuk.org](mailto:club.development@motorsportuk.org)