



A General Guide to running RUSU Club Executive Meetings

EXPLANATORY NOTES:

PURPOSE OF EXECUTIVE MEETINGS:

- To report back to the Executive about the progress of club activities, planning future activities, discussing club issues, making decisions and allocating responsibilities.
- To approve club spending and the entering into of contracts (such as booking a venue or placing an order for merchandise) are important Executive responsibilities.
- The Executive also have the authority to replace single executive members who may resign. Check your club Constitution for full details about the responsibilities and powers of the Executive.

MAIN COMPONENTS OF THE MEETING:

1. **OPENING ADMINISTRATIVE DETAILS:** Title of the meeting, Date of the Meeting, Location of Meeting, List of Who attended & their role in the Club is or if they are guests (Attendance List), List of Apologies (people who advised they couldn't attend the meeting), name of person who runs the meeting (the Chairperson), the name of the person responsible for the Minutes (usually the Secretary)

2. AGENDA:

The Agenda is the items of business to be discussed at the meeting.

- **Some clubs will have regular agenda items they discuss at every meeting (reports, finance status etc.) – these are called “standing items”.** Most meetings will also have other items that need to be considered – decisions about budgets, events, allocating actions, planning AGMs etc. Some meetings may be called to discuss only specific issues – such as making decisions about a specific activity/event, planning the AGM etc.
- **Meetings should formally approve the Minutes of the previous meeting** (or meetings if you've fallen behind) as a true and accurate record of that meeting. If they aren't correct, record the changes needed so they Minutes can be updated and approved at the next Meeting.
- **Best practice is that, when the Club President or Secretary sends out the Notice of the Executive meeting, the Notice will include the items on the Agenda.** The Notice will also invite other Executive members to submit Agenda items before the meeting.
- **In some organisations, only the Agenda Items received before the meeting may be discussed at the meeting** – check your Constitution about this. Generally, for RUSU Clubs, unless the meeting is called just to focus on a specific item/s, the Chairperson (usually the Club President) will also call for any Other Agenda Items at the start of the meeting. There are some items that must go to a General Meeting– check your Constitution
- **Distribute information required to make decisions before the meeting.** This is so members have time to read the information before the meeting. Waiting for people to read information at the meeting leads to very long meetings. You may also not have the time to think about the information enough to make the best decision. A meeting should focus on decisions. Make sure the meeting Notice includes the title of the attachments and a request for members to read the information before the meeting.
- **If there are too many items to consider at that meeting,** you don't have all the information you need to make the best decisions, or you don't have the time for everyone to read the relevant information before or at the meeting, make the decision to defer less urgent items to the next meeting. This decision will be written up and voted on as an Administrative Motion.

3. ATTACHMENTS:

These are the supplementary documents provided to the meeting on which decisions might be made. These will include budgets, sponsorship proposals, quotes, designs, letters (incoming and outgoing), forms etc.

4. DECISIONS MADE:

❖ **All Executive decisions should be made in a formal way, voted on and recorded in the minutes.**

- **The formal way to make decisions is by a MOTION.** Someone moves the Motion (usually the person responsible for this Agenda Item or Action, another Executive member seconds the Motion and then everyone votes on it. If no one is willing to move and/or second the Motion, it does not go to a vote as it does not have the basic support it needs.
- **Decisions are action statements made in a positive way** – “That the Executive approves...”, “That the Executive endorses...”, “That the Executive authorises...”, “That the Executive supports...” etc.
- **A motion to vote on something provided as separate document to the meeting (an Attachment) can just refer to that Attachment.** For example, voting on the budget for a big event will probably involve a spread sheet attachment (see examples below)

5. **ACTIONS:** Actions record who is responsible for doing something that has arisen out of the meeting as well the timeline for completing the action.

6. **CLOSING ADMINISTRATIVE DETAILS** – the time the meeting finished and the date, time and location of the next scheduled meeting

MOTION examples:

AGENDA ITEM 1:

MOTION: “That the RMIT Executive approves spending of up to \$200 for the purchase of 30 sets of bunny ears, chocolates and bunny related stickers to distribute to new members at the Club’s Orientation Welcome event to be held in Alumni Courtyard on 12/3/2019”

MOVED: Jacq

SECONDED: Simon

VOTE: all in favour – MOTION PASSED

AGENDA ITEM 2

MOTION: “The RMIT Fluffy Bunny Club Executive approves the budget for the club’s annual mid semester party as per Attachment 1”.

MOVED: Simon

SECONDED: Mahmoud

VOTE: 3 in favour, 1 opposed – MOTION PASSED

AGENDA ITEM 3

MOTION: “That RMIT Fluffy Bunny Club Executive approves the new club logo design submitted by member Felix

MOVED (etc.)

ADMINISTRATIVE MOTION:

MOTION: That the RMIT Fluffy Bunny Club Executive shall defer Agenda Items # 5, 6 & 7 of this Meeting to the next Executive Meeting due to lack of time”.

MOVED (etc)

FORMATS of MINUTES (the written record of your meeting):

There are many ways you can write up your Minutes. See the Clubs Resources page on the RUSU Website for a document with two “Basic Meetings & Minutes Formats” and another with a more “Formal Meetings & Minutes Format”

OTHER SOURCES OF INFO ABOUT RUNNING MEETINGS AND TAKING MINUTES:

<https://www.mindtools.com/CommSkill/RunningMeetings.htm>

<http://www.diycommitteeguide.org/article/running-effective-meetings>

<https://hbr.org/2015/07/the-condensed-guide-to-running-meetings>

<http://www.effectivemeetings.com/meetingbasics/minutes.asp>

<http://www.wikihow.com/Take-Minutes>

<http://www.meetingwizard.org/meetings/taking-minutes.cfm>