



ADMINISTRATION OF COMMITTEES

Listed below are the items considered important for the competent administration of a committee.

(reviewed June 2011)

- ✎ Agenda items are agreed with the chairman of the meeting.
- ✎ All papers concerning the meeting are checked for relevance and accuracy with any errors identified and corrected.
- ✎ All papers are despatched to participants in advance as directed.
- ✎ The chairman is fully briefed prior to the meeting.
- ✎ Security and confidentiality procedures are always followed and implemented.
- ✎ Meeting room is prepared in advance.
- ✎ Refreshments are ordered as directed.
- ✎ Action is taken to meet changed or unforeseen requirements.
- ✎ Additional or spare papers are provided at the meeting as directed.
- ✎ The identity and designation of attendees' and non attendees' are accurately recorded.
- ✎ Notes are taken which enables a sufficient and accurate record of the meeting.
- ✎ A formal record is transcribed which reflects the outcomes of the meeting.
- ✎ The formal record is checked for accuracy and approved by the chairman prior to circulation.
- ✎ Copies of the formal record (Minutes) are despatched to participants within the required timescales.
- ✎ Tasks delegated to others are accurately defined and monitored.
- ✎ Safe working practises are always followed and implemented.

- ⌘ Expectations about roles and tasks allocated are made clearly explicit to members of the committee.
- ⌘ The allocation of tasks to members of the committee is consistent with their competence, interests and availability, is not based on stereotypical assumptions and offers opportunities for variety and experience.
- ⌘ Encouragement to committee members to exchange and share information enables individuals to develop shared attitudes, understanding of the roles of others and mutual trust.
- ⌘ Overview of the work of the committee members and of individuals enables monitoring of progress, and any reminders of tasks to be undertaken are given in a manner likely to ensure the completion of the work whilst not undermining the confidence of the individual.
- ⌘ The introduction of new members of the committee enables them to develop familiarity with the operations of the committee and the organisation, and is given in a manner which makes them feel welcomed.

The Agenda

At a lot of clubs the Agenda for the committee meeting will have been handed down by previous secretaries and the same one is totted out for each meeting. Although this may appear to save time initially, at the end of the day it is often the short cut to disaster. It is far better to plan each meeting separately and produce an agenda to suit the meeting. Some items will often be on the agenda each time but others may only come up once or twice a year. Careful planning well ahead will enable you to have the necessary information so that this item can be included on the agenda. The following items will normally be included each time:

Apologies

- ⌘ Important to record who is not present at the meeting but apology should only be included if the person has actually taken the trouble to send one in.

Minutes

- ⌘ The minutes of the previous meeting which you should have circulated will be approved by the meeting.

Matters Arising

- ⌘ It is usually best to include in the actual agenda any items that you feel should be reported on. It may only be to report that the new Greens mower approved at the previous meeting is now purchased and being used. With the aid of a good chairman you should be able to cover the points raised at the previous meeting and so prevent a lot of worthless chat. If you start the meeting by spending a long time on this item you will be in for a lengthy meeting. Remember to brief the chairman that items may well be covered in the rest of the agenda.

Having got through the first few items the meeting will then move into the next part of the agenda. All clubs will have different ways of working but usually included in this part will be sub committee reports. These will include some or all of the following:

- ✧ Finance/Treasurer's Report
- ✧ Green Committee
- ✧ House Committee
- ✧ Competitions
- ✧ Captain/Golf/Social
- ✧ Development and Club Rules.

Providing the minutes of their meetings have been circulated and that you have a strong chairman, however daunting, these reports can be over in a short time.

Some clubs eliminate all the above sub committee reports and settle for a detailed report on the club by the Secretary/Manager. This is a more efficient way of running a club but old habits die hard and the thought of not having a Green or House Committee fills a member with horror. If you manage to succeed in this the Agenda now looks like the following:

- ✧ Apologies
- ✧ To Approve the Minutes of the previous meeting.
- ✧ Matters Arising.
 - Report on the new car park.
 - Progress on VAT refund
 - Draft alterations to Club Rules
 - Draft Contract for new caterer
- ✧ Secretary/Manager's Report
- ✧ Captain's Report

If you have vacancies for new members then the Membership Committee Report will follow. The agenda should include the names and addresses of all prospective members along with their proposer, seconders and other supporters. Doing this will often avoid any unexpected complications on this item. Under this heading will also include any resignations, deaths or change of category of membership. Again the names should be included on the agenda:

- ✧ Membership

- ⌘ Election of New Members.
- ⌘ Resignations.
- ⌘ Changes.

The Captain's Report should include the golf and social activity but if this is not the case then this may be under a separate item.

We now come to the end of the Agenda. Apart from the date of the next meeting the item that usually causes most upsets in a club is Any Other Business. Again you are very much in the hands of the chairman. A competent one will ask the secretary to record any matters brought up for discussion at a future meeting. Certainly no proposals or resolutions should be accepted unless the item is included on the original agenda. This is how most bad decisions at a club are made usually at 11.30 p.m. and then, at the next meeting the committee will spend half the evening trying to get out of this situation:

- ⌘ Any Other Business
 - Dogs on the course Mr J Brown.
 - Public footpaths Cmdr J Bond
- ⌘ Date of Next Meeting

At certain times of the year other items will be included for a particular meeting or meetings. These might include the following:

- ⌘ Annual General Meeting,
- ⌘ Past Captain's Nomination for Vice Captain,
- ⌘ Junior, Ladies or Seniors Sections reporting.

No doubt you will think of far more than those listed. It is important however to remember that a well planned agenda along with all the necessary reports, coupled with a strong and decisive chairman, can conclude the business at a meeting in half the time usually spent at many clubs. Remember time used in preparation is rarely wasted, whereas if you leave it to chance anything can happen.