



GVN350 - Club Meeting Policy

1. Purpose

This policy sets out guidelines to ensure the effective and efficient conduct of **Committee Meetings** and **Board of Directors Meetings**. It aims to maximise productivity, foster collaboration, and avoid fatigue and burnout among volunteer members.

Rules relating to **General Meetings** are outlined in the Club's Constitution and By-Laws. This policy supplements those documents by providing operational procedures for other Club meetings.

Differences Between General Meetings and Board Meetings

Annual General Meeting (AGM) vs. Special/General Meetings

Every Club and Branch in Queensland must hold an **Annual General Meeting (AGM)** each year as required by law and conducted according to the Constitution.

Special General Meetings may also be called by the Committee or members to make decisions on specific matters or resolve issues throughout the season.

Board/Committee and Sub-Committee Meetings

These are regular, formal meetings where the Board or committees discuss the Club or Branch's strategic and operational matters, including policies, performance, and future plans.

2. Meeting Planning

2.1 A 12-Month Meeting Calendar

A calendar of scheduled meetings for the year must be maintained. This enables committee members to plan ahead and ensure their attendance or arrange a proxy if necessary.

NB: Include agenda and report due dates in your committee's 12-month calendar to help members prepare reports on time and reduce last-minute pressure.

2.2 Attendees

- Only those individuals whose presence and contributions are essential should be invited to attend meetings.
- Board of Directors meetings are open to members, subject to the rules outlined below.

3. Rules for Members Attending Board Meetings as Witnesses

- Attendance is permitted under a **non-interference** and **no-comment** policy unless the Chairperson invites a member to speak.
- Members wishing to attend must provide **at least 3 days' notice** to the Board by submitting a Jotnot form available on the Club's website.
- The Board reserves the right to enter **closed-door sessions** at any time for sensitive or confidential discussions. Non-Board members may be asked to leave during these sessions.
- All attendees must comply with the Club's **Code of Conduct**, demonstrating respect and courtesy at all times.
- Members must maintain strict confidentiality regarding any matters discussed during meetings, including discussions observed as witnesses.

4. Agenda Preparation

Meeting Agenda

The meeting agenda is a crucial document for conducting effective meetings. The agenda records the items to be discussed, provides a brief overview of each topic, and sets out the proposed resolutions for each item.

A template of the **Agenda for the Board of Directors** can be found under **TEM350**.

4.1 Call for Agenda Items and Reports

- Reports and agenda items should be requested well in advance.
- A deadline of at least **10 days prior to the meeting** should be set for submissions, with **14 days preferred**.

4.2 Voting Members Submitting Agenda Points

- Voting members (Non-Executive or Active Award Members) may submit agenda points for discussion.
- Agenda points must be submitted **at least 14 days prior** to the meeting by completing a Jotnot (see below).
- **Important:** Voting members **cannot submit Notices of Motion** for Board of Directors Meetings.
- An **agenda point** is a topic listed on the meeting agenda for discussion, whereas a **Notice of Motion** is a formal proposal requesting a vote on a specific action or decision. Essentially, an agenda point is a general topic, while a Notice of Motion is a concrete proposal requiring a formal decision.
- Notices of Motion can only be submitted for **General Meetings**, not Board of Directors Meetings.

A form for submitting an Agenda Point [FRM350 - Agenda Item Submission Form](#).

4.3 Formalising the Agenda

- The agenda must be clear and structured, including:
 - Timings allocated for each item
 - Precise wording for motions and decisions required
 - Any supporting documents or attachments
- The Chairperson and Secretary should meet prior to the meeting to review the agenda and allocate time constraints for each topic.
- To minimise administrative workload, reports and agenda items submitted by other Directors should be entered directly into the agenda document located on the **Club's shared drive**.

4.4 Distribution of Agenda and Attachments

- Even though Directors have access to the shared agenda, the final agenda and any attachments should be distributed to all attendees **at least 5 days prior** to the meeting, with **7 days preferred**.

5. Conducting the Meeting

5.1 Time Management

- Meetings should start and finish on time to respect participants' schedules.
- Discussions should remain within the allocated time for each agenda item.
- The Chairperson should encourage concise communication and tactfully steer conversations back on topic if discussions stray.

5.2 Decision-Making

- Constructive discussion and debate should be encouraged.
- Decisions should be reached within the allocated time for each agenda item to avoid unnecessary delays.
- The method of decision-making (e.g. consensus, majority vote) should be clearly defined and communicated.

6. Meeting Minutes

Minutes of meetings are crucial legal records and must be maintained accurately. They serve as the formal record of what occurred at the meeting, providing an overview of each agenda item, the main discussion points, and the resolution reached. **Minutes are not a verbatim transcript.**

A helpful test is to review the minutes afterward and consider whether a member who did not attend the meeting could understand the issue, the discussion held, and how the resolution was achieved. If so, the minutes are likely sufficient.

- Minutes should be distributed to all Committee members, visitors, and additional attendees within **one week** of the meeting.
- Members of the association may request to view meeting minutes. Such access should occur via a pre-arranged appointment with the Administrator or Secretary, with the minutes remaining on Club premises.

- Government departments or legal practitioners may request meeting minutes for compliance reviews or investigations, particularly where illegal activity is suspected or proven. Therefore, it is essential that minutes accurately reflect the meeting discussions and decisions.

Surf Life Saving Queensland has developed minutes templates for Committee and AGM meetings at Club and Branch levels. Clubs or Branches wishing to adapt these templates to suit their Constitution should contact the State Ethical Standards Team.

7. Meeting Do's and Don'ts

Committee and Board meetings play a crucial role in decision-making and collaboration. The following guidelines promote respectful, productive, and efficient meetings:

DO:

- ✓ **Come prepared:** Review the meeting agenda, relevant documents, and any assigned tasks beforehand to contribute effectively.
- ✓ **Be punctual:** Arrive on time and respect everyone's schedules. Late arrivals disrupt the flow of the meeting.
- ✓ **Actively participate:** Engage in discussions, share ideas, and ask questions. Contribute your expertise and maintain a constructive attitude.
- ✓ **Listen actively:** Respect others' viewpoints and listen attentively. This fosters a culture of respect, inclusivity, and collaboration.
- ✓ **Stay focused:** Remain on topic and help steer the conversation back if discussions go off track.
- ✓ **Be concise:** Express your thoughts clearly and succinctly. Avoid monopolising the conversation.
- ✓ **Respect time limits:** Be mindful of time constraints for agenda items. Suggest time management techniques if necessary.
- ✓ **Support decisions:** Once decisions are made collectively, commit to supporting and implementing them, even if they don't fully align with your personal preferences.

DON'T:

- ✗ **Interrupt or dominate discussions:** Allow others to express their ideas without interruption. Avoid monopolising discussions or dismissing others' opinions.
- ✗ **Engage in side conversations:** These can distract and disrespect other participants. Stay focused on the meeting and save unrelated discussions for later.
- ✗ **Engage in personal attacks or disrespectful behaviour:** Treat fellow members with respect and professionalism. Handle disagreements constructively and avoid personal attacks.
- ✗ **Multitask or be distracted:** Give your full attention to the meeting. Avoid distractions, including using electronic devices for personal purposes.

🚫 **Overlook minority voices:** Ensure all members have the opportunity to contribute. Encourage and value diverse perspectives.

🚫 **Ignore action items:** Follow through on any tasks or actions assigned to you during the meeting. Neglecting responsibilities hinders progress.

🚫 **Rehash past decisions unnecessarily:** Once decisions are made, avoid dwelling on them unless genuinely required. Focus on moving forward.

🚫 **Leave without clarifying next steps:** Before adjourning, confirm next steps, assigned action items, and responsibilities to ensure clarity for all members.

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