

## **BRISBANE MERL SEMINAR 1<sup>ST</sup> – 3<sup>RD</sup> February 2008**

### **Meeting Process**

Each Club usually holds two different types of meetings. Board Meetings and Dinner meetings. Some Clubs do not hold Board meeting because of the small amount of members. Other reasons that have been given for no Board meetings are that members do not want to hold them. (Clubs should however be aware of their constitutional requirements in this regard)

### **Board Meetings**

These are usually held separately to dinner meetings but there are exceptions.

They are attended mainly by the Club office bearers that include President, Secretary, Treasurer, Vice Presidents and Membership Chairman. Lion Members are permitted to attend if they so wish.

The meeting has an agenda and is prepared by the President of the Club. Items discussed are correspondence and progressive reports on projects and any item of interest to the Club. Club fees and in house rules can also be added to or deleted. Discussions on personal issues can also be discussed.

To keep the meeting running smoothly, make sure idle chit chat is at a minimum; all reports to be in writing and handed in before the meeting, so copies can be made.

Most importantly, a starting and finishing time has been made aware to members, and that it is adhered to.

Board meetings are held so that the bulk of Club business has been discussed and is then brought to the Dinner meeting for verification or rejection. This frees up the Dinner meeting to allow time to be given for guest speakers

Another very important point is to keep a good atmosphere about the meeting, with no one member doing all the decision making. Give each member equal time to speak if they so desire.

If any discussions are put on hold, record this with a future date also recorded for future discussions.