

## Useful References

[info@dsr.wa.gov.au](mailto:info@dsr.wa.gov.au)

[www.dsr.wa.gov.au](http://www.dsr.wa.gov.au)—  
Clubs—Clubhouse—  
Effective Club Meetings  
and Taking the In out of  
Ineffective at meetings  
Filing Cabinet—Meeting  
Minutes

*Courage is what it takes  
to stand up and speak;  
courage is also what it  
takes to sit down and  
listen— Anonymous*

City of Armadale  
Leisure Services  
Locked Bag 2  
Armadale WA 6992

Club Development Officer  
9399 0407

[www.armadale.wa.gov.au](http://www.armadale.wa.gov.au)

## Making Meetings Work

Meetings are necessary for effective club management; however they do not need to be laborious and lengthy.

The chairperson, usually the President, has the role of leading meetings.

- Meetings do not have to run formally.
- Procedures need to be followed as per your Constitution.
- Minutes must be recorded.
- An agenda should be pre-set and adhered to.
- A quorum (a minimum number of committee members as per your Constitution) must be present.
- The meeting needs to commence and finish on time.
- Correspondence needs to be acknowledged.
- Reports should be presented.
- Motions and amendments addressed formally.
- The chairperson does not dominate.

### Handy Hints

- Do not read the previous minutes out aloud or rehash the previous meeting's discussions unless posted as an agenda item.
- One person is to speak at a time and always through the chair.
- Cut out the waffle; a short meeting is a good meeting.
- Conduct meetings on a regular and consistent basis e.g. 1st Tuesday of each month.
- Keep the meeting moving. Defer detailed discussion until later on in the agenda,
- Encourage office bearers to prepare a written report and make it available to committee members prior to the meeting so that the length of a meeting will be reduced.
- Listen actively.
- Do not avoid disagreement; it is a healthy way to reach a solution.