

# SAMPLE AGENDA

An agenda, or list of business to be covered at the meeting, is very important for ensuring the meeting is effective. It should be distributed to committee members at least a week in advance of the meeting.

A typical agenda runs as follows. Under each topic you should give a very brief description of any items which people need to think about or prepare for the meeting.

- Opening and welcome
- Present and apologies
- Minutes confirmed. Signed by chairperson
- Matters arising from minutes
- Correspondence - inward and outward
- Treasurer's report
- Reports from committee members
- General Business
- Date of next meeting
- Closing

Committee members need to give the President or Secretary advance notice of items that they wish to bring up, so time can be properly allocated at the committee meeting.

## Appendix G:

# COMMITTEE MEETING PROCEDURE

- Opening and Welcome
  - Declare the meeting open at (time). Welcome everybody.
- Present and Apologies
  - List apologies (i.e. those who have notified you or another committee member that they will be absent, not just a list of absences).
  - Move that the apologies be accepted. *Seconder?* All in favour / against. CARRIED
- Minutes of the previous meeting
  - Secretary reads the minutes unless they have been circulated
  - Ask for any amendments to the minutes. Discuss accuracy of the minutes, not content.
  - After any amendments have been discussed
    - *Either* Move that the minutes as circulated be taken as a true and accurate record (if no amendments).
    - *Or* Move that the minutes as circulated be confirmed, with the agreed amendments
  - *Seconder?* All in favour / against. CARRIED
  - The Chairperson should then sign the minutes and initial all amendments
- Matter arising from the minutes
  - Discuss only things that were mentioned in the minutes of the previous meeting and are not elsewhere on the agenda. They should continue to be included in all minutes until they have been resolved. Even if there has been no progress, this should be noted.
- Correspondence
  - Circulate or read out a list of all the correspondence since the last meeting.
  - Move that inward correspondence be received and outward be endorsed.
  - *Seconder?* All in favour / against. CARRIED.
  - Deal with any matters arising out of the correspondence.
- Treasurer's Report
  - The treasurer presents a report on the XXXXXXXXXXXXXXXXXXXX's financial situation, including a list of all invoices paid, for the committee's approval.
  - The treasurer points out anything that needs to be brought to the committee's attention, then answers any question on the payments or the report.
  - Move that the payment of the accounts listed be approved and the report be adopted.
  - *Seconder?* All in favour / against. CARRIED.
- Committee Report
  - Committee Members with a specific task, e.g. Toy Buyer reads their report and moves it be received.
  - *Seconder?* All in favour / against. CARRIED.
  - If the report contains recommendations move that the report be adopted
  - *Seconder?* All in favour / against. CARRIED.
- General Business
  - Anything else that needs discussing, including anything held over from the last meeting.
- Next Meeting Date, time, venue.
  - Close the Meeting (time)

## Appendix H:

# MINUTES OF A COMMITTEE MEETING

The main reasons for keeping minutes are:

- To provide a permanent record for future reference.
- To provide formal evidence of expenditure and actions authorised.
- To provide a record of policy decisions made.
- To provide a starting point for action to be taken in the future.
- To inform members not present.
- To assist the funding of future meetings.

Minutes should be written up as soon as possible after the meeting. This helps prevent "memory loss".

The minutes should be sent out to committee members promptly, in order to:

- Help and encourage people to complete jobs they agreed to do.
- Keep members who were not there up-to-date.
- Save time reading them out at the next meeting.
- Help with setting the agenda for the next meeting.

### • Sample Layout of Committee Minutes

Minutes of a committee meeting of .....XXXX XXXXXXXXXXXXXXXXXXXX  
Held at XXX  
On XXX  
Time XXX

**Present:** List all members present, giving both first and surnames for archive purposes. Put the Chairperson first with "chair" in brackets beside their name.

**Apologies:** Received from .....

**Minutes:** The minutes of the meeting held on ..... were circulated.  
Either  
(name) moved that the minutes as circulated be taken as a true and accurate record (if no amendments).  
Or  
(name) moved that the minutes as circulated, with the addition of the above amendments, be taken as a true and accurate record.  
Seconded by (name). **CARRIED.**

**Matters Arising from the Minutes:**  
List any discussion and decisions made.

Correspondence:

Inward from .....

Outward to .....

If no correspondence write "There was no correspondence".

(name) moved that the inward correspondence be received and the outwards endorsed.

Seconded by (name). CARRIED.

Treasurer's Report:

The following payments were presented for approval (list them).

The balance in the XYZ bank is

\$..... Cheque account

\$..... Term deposit

\$..... Total funds at (date)

Summarise any discussion about the XXXXXXXXXXXXXXXXXXXX's financial situation.

Treasurer moved "That payment of the listed invoices be approved and the Treasurer's report adopted".

Seconded by (name). CARRIED.

Committee Reports:

Each committee member with a specific task gives a written report to assist the Minutes Secretary. In the minutes, give a brief summary of the main points from each committee member, including any topic, which was discussed in depth by the whole committee.

General Business:

Record a brief summary of any business, which was discussed, including any held over from the previous meeting.

For example: the request from members to hold a fundraising evening was discussed, and a subcommittee appointed with Argus Polsby as the convener. The subcommittee will report back at the next meeting with recommendations on date, venue, format, costs, etc.

Date of Next Meeting:

To be held at (time) on (day) at (place).

The meeting closed at ..... am / p.m..

- Minutes should be posted or delivered to committee members as soon as possible after the meeting.

## Appendix I:

# WRITING YOUR ANNUAL REPORT

This can be a shared task, or the President may choose to do it on her/his own.

The points below will guide you and make this job easier.

- **Timing:** Annual Reports have to be prepared for presentation at your AGM. The year to be reported on is the preceding calendar year.
- **Preparation:** needs to start early to ensure that the Annual Report and audited accounts are ready for the AGM. The Treasurer in particular must allow plenty of time for the auditing of the accounts so that they are completed by the AGM.
- **Committee Reports:** The committee members with specific tasks should give you a written report. Incorporate the events into your report, and give praise for work well done.
- **Members:** Give the number of financial members as at the year-end. Comment on membership trends during the year.
- **Newsletter:** Read the newsletters to remind you of any new areas of interest your XXXXXXXXXXXXXXXXXXXX has moved into during the year.
- **Annual Plan:** Refer back to your XXXXXXXXXXXXXXXXXXXX's annual plan, and comment on achievements and on any projects or activities that are current.
- **Previous Annual Reports:** may be a help, although you may want to bring in new ways of presenting your report.
- **Accuracy:** Carefully check spelling, style, grammar and length. You may like to get another person to give you their opinion.
- **Presentation:** Type the report and have it photocopied. Presentation can be simple, but it needs to look competent.
- **Archives:** Keep on copy on file in your XXXXXXXXXXXXXXXXXXXX's archives.

## Appendix J:

# HOW TO RUN AN ANNUAL GENERAL MEETING

The following guide to running an Annual General Meeting does not need to be followed word for word. Adapt it to be comfortable for you to run the meeting in a friendly and efficient way.

Check your XXXXXXXXXXXXXXXXXXXX's constitution to ensure that the election procedures below are consistent with your rules.

**WELCOME** I declare the .....th Annual General Meeting of XXXX XXXXXXXXXXXXXXXXXXXX open. It is a pleasure to welcome (name any important visitors, patron, sponsors, etc.) and all members. Thank you for showing your interest by coming here tonight. The Annual Reports and Annual Accounts have previously been circulated for your approval.

**APOLOGIES** I now call for any apologies.  
I move that these apologies be accepted.  
Secunder.  
Those in favour please say Aye. Against? Carried.

**MINUTES** The minutes of the last Annual General Meeting have been circulated.  
Are there any amendments?  
Would someone move that this is a true and correct record of what took place at the last AGM.  
Secunder.  
Those who were present and are in favour please say Aye. Against? Carried.  
The President now signs the minutes as correct.

**MATTERS  
ARISING** Is there any business arising from the minutes?  
Briefly discuss any topics raised.

**ANNUAL  
REPORT** I will now present the Annual Report.  
I move that the (year) Annual Report of the XXXX XXXXXXXXXXXXXXXXXXXX be received.  
Secunder.  
The President reads the report.  
The report is now open for discussion.  
There being no (further) discussion would someone move that this report be adopted.  
Secunder.  
Those in favour please say Aye. Against? Carried.

**FINANCIAL  
REPORT** I now call on the Treasurer to present the Financial Report.  
Treasurer: I move that this report be received.  
Secunder.  
President: The report is now open for discussion.  
The Treasurer comments on or reads the report, and answers questions.  
There being no (further) discussion would someone move that this report be adopted.  
Secunder  
Those in favour please say Aye. Against? Carried.

ELECTION OF OFFICERS      The next item on the agenda is the election of officers.  
OFFICE OF PRESIDENT  
I shall now vacate the chair and hand over to the Secretary. (if the President is not standing for re-election she/he may stay in the chair).  
Secretary: ..... has been nominated for the position of President.  
Secunder.  
(If there is only one nomination, no vote is required.)  
I am very pleased to declare that ..... is elected /re-elected as President.  
(President resumes chair.)

OFFICE OF SECRETARY  
..... has been nominated for the position of Secretary.  
Secunder.  
(If there is only one nomination, no vote is required.)  
I am very pleased to declare that ..... is elected / re-elected as Secretary.

OFFICE OF TREASURER  
(Follow the procedure described for Secretary above.)

COMMITTEE MEMBERS  
I move that those members willing to stand for the committee be elected as one body.  
The following people have indicated that they are willing to stand again. (List them).  
Are there any further nominations? (List them).  
Secunder.  
Those in favour please say Aye. Against? Carried.  
..... are duly elected.

OFFICE OF HONORARY AUDITOR  
I move that ..... be elected / re-elected to act as Honorary Auditor. She/he has already indicated willingness to act in this position.  
Secunder.  
Those in favour please say Aye. Against? Carried.

GENERAL BUSINESS      The next item on the agenda is general business.  
Is there any general business?  
There being no (further) general business, I declare this Annual General Meeting closed. (time)

## Appendix L:

# SAMPLE FINANCIAL STATEMENTS

TO THE READERS OF THE FINANCIAL STATEMENTS OF XXXX XXXXXXXXXXXXXXXXXXXX  
FOR THE YEAR ENDED 31 MARCH 20X1

I have audited the financial statements on the following pages. The financial statements provide information about the past financial performance of XXX XXXXXXXXXXXXXXXXXXXX and its financial position as at 31 March 20X1. This information is stated in accordance with the accounting policies set out on the final page.

## Responsibilities of the Committee

The Committee is responsible for the preparation of financial statements which fairly reflect the financial position of XXXX XXXXXXXXXXXXXXXXXXXX as at 31 March 20X1 and the results of its operations for the year then ended.

## Auditor's Responsibilities

It is my responsibility to express an independent opinion on the financial statements and report my opinion to you.

## Basis of Opinion

An audit includes examining, on a test basis, evidence relevant to the amounts and disclosures in the financial statements. It also includes:

- the significant estimates and judgements made by the Committee in the preparation of the financial statements; and
- whether the accounting policies are appropriate to XXXX XXXXXXXXXXXXXXXXXXXX's circumstances, consistently applied and adequately disclosed.

I conducted my audit in accordance with New Zealand Auditing Standards, except that my work was limited as explained below. I planned and performed my audit so as to obtain all the information and explanations which I considered necessary in order to provide me with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatements, whether caused by fraud or error. In forming my opinion, I also evaluated the overall adequacy of the presentation of information in the financial statements.

Other than in my capacity as auditor, I have no relationship with or interests in XXXX XXXXXXXXXXXXXXXXXXXX.

## Qualified Opinion

In common with other organisations of a similar nature, control over the revenues from toy rentals and fines prior to being recorded is limited, and there are no practical audit procedures to determine the effect of this limited control.

In this respect alone I have not obtained all the information and explanations that I have required.

In my opinion, except for adjustments that might have been found to be necessary had I been able to obtain sufficient evidence concerning door to door collections, the financial statements on pages 2 to 5 fairly reflect the results of operations for the year then ended.

In my opinion, the financial statements on the following pages fairly reflect the financial position of  
XXXX XXXXXXXXXXXXXXXXXXXX as at 31 March 20X1.

My audit was completed on ..... and my qualified opinion is expressed as at that date.

Signature of Auditor  
(Name of Auditor)  
City

# GLOSSARY

Adjourn	close meeting for the time being and reconvene it later
Adopt	to approve and accept (accounts, reports, or recommendations)
Agenda	list of items to be discussed at a meeting
Amendment	alteration to a motion being discussed at a meeting
Ballot	procedure where votes are registered in writing: a vote
Casting (vote)	extra vote exercised by chairperson when vote is tied.
Chairperson	person who takes charge of a meeting
Closure (motion)	a motion to stop debate on an issue and put the matter to the vote
Debate	discussion for or against the issue under consideration
Facilitator	person who helps a meeting to run smoothly
Financial report	accounts and financial statements presented to a meeting
Minutes	formal record of meeting, usually recorded and kept by secretary
Motions	formal proposals for meeting to consider the act of proposing an issue for consideration by a meeting
Move	the act of proposing an issue for consideration by a meeting
Notice of motion	advance notice in writing of a proposal for meeting to consider
Point (of order)	query calling attention to a possible infringement of the rules governing a meeting
Procedure	accept rules and order of events
Proxy	the authority to act, or vote, for another
Quorum	the minimum number of people who must be present before a meeting can make valid decisions
Round	process where each member speaks in turn
Second	indicate formal support of a motion
Substantive	a motion that has been amended by the meeting is called a substantive motion
Standing order	the rules of a particular organisation applies to its meeting
Tied	a tied vote is one where v Seconder? All in favour / against. CARRIED voting is equally divide between those for and against