



Management Committee MEETINGS

This Factsheet provides general information about the types of meetings that the Management Committee of an Outside School Hours Care service would hold throughout the year.

Management Committee meetings are vital to the effective functioning of the service. They are the means by which the committee exercises its responsibility for leading the service. Meetings are necessary for:

- ★ Decision making
- ★ Reporting
- ★ Review
- ★ Problem solving, and
- ★ Discussion

The service's Constitution should state how often meetings are held and how many people are required for a quorum. A meeting cannot start or transact business until there are a minimum number of voting members present - a quorum. Without a quorum, the meeting is never properly constituted; it cannot transact business validly.

The following information outlines the types of meetings that an Outside School Hours Care service would hold.

A: ORDINARY COMMITTEE MEETINGS

Ordinary committee meetings are held regularly, usually monthly or 6 weekly, but no less than six times in a 12 month period. They are generally attended by the management committee, any sub-committees, and the coordinator and are open to other interested persons connected with the service - for example, parents, school principal, other staff, etc. The management committee must advise other attendees if all or part of a meeting is closed to anyone except the office bearers – this information must be included in the Constitution.

The business of an Ordinary Committee Meeting is to:

- ★ Monitor and review progress towards meeting the aims of the organisation
- ★ Monitor financial performance

- ★ Ensure all activities are consistent with the service's purpose and mission
- ★ Plan annual general meetings
- ★ Initiate and review internal and external policy positions and statements
- ★ Decide on management and governance systems and processes
- ★ Decide on the most appropriate methods of fund raising and considering applications for funding
- ★ Delegate work
- ★ Discuss and make decisions on new proposals
- ★ Plan for the future and identify new opportunities
- ★ Discuss any staffing issues

B: ANNUAL GENERAL MEETING

An Annual General Meeting (AGM) must be held at least once in each calendar year and within two months from the end of the organisation's financial year.

The main purpose of an Annual General Meeting is to comply with legal requirements, such as the presentation of reports on the activities of the service, the presentation and approval of the audited accounts, election of office bearers, and appointment of the auditor for the new accounting term.

The business of an AGM is to:

- ★ confirm the minutes of the last AGM and of any special general meeting held since that meeting
- ★ receive the report from the Chairperson/President on the activities and overall performance of the service during the last year
- ★ receive the reports from the Coordinator and any sub-committees
- ★ receive and consider the annual financial statement from the Treasurer and discuss any comments from the Auditor
- ★ elect office-bearers, including ordinary members of the committee
- ★ elect the Auditor

C. SPECIAL GENERAL MEETINGS

The secretary is the key administration officer of A Special General Meeting (SGM) is usually held when an issue arises which requires the input of the entire membership and is too serious or urgent to wait until the next AGM. Members should be informed of the meeting and a quorum must be present.

An SGM is also known as an Extraordinary Meeting or an Emergency General Meeting.

The business of an SGM is to:

- ★ deal with issues that arise requiring a majority decision – for example, a significant change in the structure of the service
- ★ deal only with business specified in the notice convening a special general meeting.

MAKING MEETINGS PRODUCTIVE

Management Committee meetings are more productive if they are planned beforehand. Responsibility for planning the meeting lies with the Chairperson in conjunction with the Secretary. Meetings are an opportunity for members of the service to get together to plan, communicate essential information, discuss issues, and make decisions. Meetings give everyone the opportunity to have a say in how and why things are, or should be done.

One of the requirements of a successful meeting is to be clear about the purpose of a particular meeting. This can be achieved by circulating the agenda (a list of items to be discussed at a meeting) in advance of the meeting. Furthermore, a meeting will be far more productive if all written reports are distributed with the agenda before the meeting. Often a lot of meeting time can be wasted sitting around reading reports and other documents that are handed out at the start of the meeting.

It is generally a good idea to open up the meetings to everyone connected with the service as much as possible. Doing this allows people, who may not have the time to become permanent committee members, the opportunity to develop an understanding of how the service operates.

MINUTES OF MEETINGS

The Secretary of the Management Committee is responsible for taking and distributing minutes of meetings. Minutes ensure accountability and are a permanent record of the service's activities. Minutes should be:

- ★ written up as soon as possible after the meeting
- ★ a clear and concise record of the meeting

- ★ reviewed with the Chairperson/President before being distributed
- ★ distributed as soon as possible after the meeting so that tasks allocated at the meeting can be undertaken

FOLLOW UP AFTER MEETINGS

The Chairperson follows up on business arising and decisions made at meetings to:

- ★ ensure tasks set at the meeting have been completed
- ★ delegate other members to assist with tasks if necessary
- ★ ensure that reports are prepared and tabled.

ESSENTIAL RESOURCES AVAILABLE FROM NETWORK:

- ★ *Keep It Legal*
- ★ *Manage It!*
- ★ *Getting to Grips with Money Matters: A Guide to Financial Management for Outside School Hours Care Services*

OTHER RELEVANT OOSH DEVELOPMENT FACTSHEETS:

- ★ *Management Committees (# 8A)*
- ★ *Management Committee: Roles & Responsibilities (# 8B)*
- ★ *Constitution*

**THIS FACTSHEET LINKS TO QA 8
'MANAGING TO SUPPORT QUALITY'.**



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