

Guidance Notes for Monthly SBA Meeting

To assist in running the meetings these notes have been created to help each meeting run with the same format

Rolling Chairperson or Facilitator

Proposal is to have a new person take the lead during the monthly meeting

This person is nominated at the start of the year with twelve slots planned and dates set at the AGM.

The role involves

- A) Issue reminder to the meeting 7 days before and then 2 days before.
- B) Issue Agenda for meeting. 7 days before
- C) Collect list of attendees – Name, Email and Contact no. (sheet passed around at the start)
- D) Arrange for Minutes to be taken.
- E) Ensure minutes are issued with 7 days of the meeting
- F) Ask for anyone actioned to provide updates with comments if ongoing \ closed and reasons what progress.
- G) At the end of the meeting to remind who is the next chair person and date \ place of the meeting.
- H) To manage group to open discussions and to manage the time for each point.

Committee :

Role of each person is to adhere to the agreed agenda when issued by the chairperson.

Any points for the meeting should be sent or passed onto the next chair before the third week.

Timing for the meeting points to be follow as close as possible.

Minutes:

List of attendees, references to agenda points, an action if required and agreed actionees where appropriate.

Next meeting dates and Chairperson \ Facilitator.

Arrange for Minutes \ notes or any references to be posted onto SBA website for any interested party to read.