

How-to: Meetings

Many student groups have casual meet ups, but formalised meetings are a way to document and track the progress of your group throughout the year.

It is the Secretary's role to issue notices about meetings to your members (refer to your constitution to see how this should be done) and to take minutes during the meeting. It is good practice for an agenda to be circulated at the same time as the meeting notice so everyone knows what will be discussed. The Secretary should take concise and accurate minutes during the meeting to record what was discussed and what the resolution or action points were.

Types of meetings:

- **General Meeting (GM):** A general meeting is where your executive and members have a regular meeting to discuss topics relevant to your group and to plan upcoming events
- **Executive Meeting:** Executive meetings can generally be held at any time, unless your constitution specifies otherwise. These meetings are for executive members only where the goals, strategic objectives, and any sensitive matters surrounding the student group can be discussed in a private setting.
- **Annual General Meeting (AGM):** An AGM is a general meeting held annually. At an AGM, nominations are taken for any open executive positions and members can vote in who they want to undertake those positions. An AGM is also an opportunity to reflect on the past years' achievements that your group has made and to acknowledge the contribution of the outgoing executive and committee members
- **Extraordinary General Meeting (EGM):** An EGM is a meeting that occurs at a time that is different to the cycle of meetings proposed in your constitution. EGMs are usually called if an executive member leaves their term earlier than expected and a new executive has to be voted in, or if something urgent arises and needs to be discussed and/or resolved. EGMs can be attended by both executives and the general members of your student group.

What is needed to validate a meeting?

Always refer to your constitution! Your constitution will state what is needed to ensure that the meeting and the decisions made within the meeting are valid such as the time frame required to give members suitable notice and quorum. Quorum is the minimum number of members that must be present at the meeting to make the proceedings of that meeting valid – this ensures that any actions or resolutions that are approved have been done so fairly and democratically.