



## Mountain Bike Australia

# Club Resource: Running an Incorporated Association: How to Run Effective and Efficient Meetings

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### 1. Meetings

The purpose of an incorporated association and the nature and amount of business it conducts will determine how frequently meetings should be held and who should attend. Your incorporated association is required to meet at least once a year (AGM) and the management committee must meet at least once every four months (management committee meetings). The management committee should meet as often as necessary to properly manage the affairs of the incorporated association. Other meetings might include special general meetings and sub-committee meetings.

Your associations model rules/ constitution must set out the procedures for meetings including management committee general and special meetings including the manner of calling meetings, quorum, procedure at meetings and other details.

### 2. How to Run a Good Meeting

Preparation is one of the key factors in running an effective and efficient meeting and can be broken down into separate phases.

- a) Before the Meeting
  - i. Agenda - Prior to the meeting an agenda should be distributed to everyone so they have an idea of what will be discussed and can have a think beforehand about any particular item.
  - ii. Minutes – A person to take the minutes needs to be identified.
  - iii. Quorum – there must be enough people to make a quorum as per your clubs Constitution.
- b) The Meeting
  - i. Agenda and previous minutes – copies should be available for attendees.
  - ii. Attendance register should be circulated so an accurate record of attendees is made.
  - iii. Stick to the agenda – It is the Chairs responsibility to ‘manage’ the flow of the meeting and ensure discuss is kept to items lists on the agenda and that enough time is spent discussing each item.
  - iv. Actions and Motions – It is imperative that any motions and actions are recorded and accurate reflect what was said at the meeting.
  - v. Close of meeting – When the meeting is over the Chair should announce the meeting has closed and the minute taker should note the time. This clearly indicates that any ongoing discussions after the close of the meeting are not considered but of the meeting.

### 3. Resources and Templates

[Running meetings](#)

[Effective meetings](#)

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