



## TYPES OF MEETINGS

There are several different types of meetings that an organisation may conduct, and they are commonly outlined in the constitution.

The basic types of meetings are:

### **General Meetings** (including Annual General Meetings (AGM) and Special or Extraordinary General Meetings)

These meetings are open to all members. General meetings are normally conducted annually but occasionally may be held to deal with specific issues (eg when a vital matter arises and needs urgent discussion by the whole club). The constitution should specify how, when and why annual and extraordinary meetings should be held and other conditions such as those associated with items of business (eg introducing a motion). AGMs provide the opportunity to present annual reports and statements (including financial statements), the purpose of which is to indicate activities for the previous 12 months or other suitable time frame. Election of officers and changes to the constitution are also carried out at the AGM.

### **Management or Executive Committee Meetings**

Both usually meet monthly. These involve only elected or appointed decision makers. Non-profit organisations are authorised by their constitution to form a smaller executive committee to function on behalf of its management committee. The executive committee is always a standing committee. It may review or prepare management committee meeting agendas to ensure all matters coming before that committee are relevant and appropriate. It may also interpret management committee policies to staff, oversee policy implementation, and refer questions to other committees or to the full management committee. It reports its activities at each management committee meeting.

### **Subcommittee Meetings**

These meetings are held to focus on a specific problem or task (eg marketing, facilities). Each subcommittee should regularly present a report on its activities to the management committee. Progress reports presented at meetings are an important device for keeping members informed of each other's activities. Subcommittees do not always have decision-making power. In this case, decision making occurs at management committee meetings based on the findings and recommendations of subcommittees.