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| **MARYBOROUGH ROTARY – ADMINISTRATION COMMITTEE** | | | | | |
| **AGENDA – MONTH, YEAR** | | | | **KEY: Black = Old Text/ Red/underlined = New text** | |
| ***Meeting Date:*** | July 27th 2021 | | | | |
| ***Present:***  Mary White, Joe Black, Brian Green, Sue Brown etc.  ***Apologies:*** Name | | | | | |
| ***Action Required from Previous Minutes:*** None | | | | | |
| ***Correspondence or Input from Board and proposed Action:*** Request from Board to get Barbeque Trailer serviced | | | | | |
| ***Focus Area Business:*** | | | | | |
| ***Focus Areas*** | | ***Moved/ Seconded*** | ***Recommendations to Board OR Dot Point Reports on Outcomes*** | | ***Action By…*** |
| Manage the MEETING PROGRAM (MW) | |  | The program group has now prepared a big program that will go on display at meetings. | | MW |
| Manage MEMBER TALKS (JB) | | JB/SB | \*That we invite members to share 3 minutes on what Vocational advice they would give to young people based on their own experience – BY NEXT MEETING | | JB |
| Manage the ASSET REGISTER (BG) | |  | NO ACTION REQUIRED NOW – Asset register was completed in March 2021 | |  |
| Manage MAINTENANCE of assets (SB) | | SB/MW | \*That we take the Trailer to Maffescioni’s to get checked and serviced - BY END OF JULY | | SB |
| ***Other Business:*** | | | | | |
|  | |  |  | |  |
| ***Next Meeting:*** | | Aug 27th at 6.30PM at Mill House | | | |

**FEATURES OF THE TEMPLATE SYSTEM & USAGE GUIDELINES:**

* This suggested system for committee agendas and minutes is designed to save time whilst addressing conditions of good governance. Items in black and red, underlined type are sample entries for one meeting. This sample (partial) template is for an “Administration” committee, but these guidelines apply to all committees.
* The same basic template is used for the Agenda, the Minutes and the Report to the Board. Before each meeting, the committee chair identifies objectives to be dealt with in the coming meeting and, if desired, adds any proposed motions or notes (in red and underlined) next to issues that will need to be discussed, and emails the template with the heading, “AGENDA” (in the second line from the top) to all committee members. At the meeting, the motions are put and discussed and if necessary, changed. Initials of movers and seconders are added to column two. The template is then ready to be sent to committee members and the Board with the word “MINUTES” replacing the word “AGENDA” in the second top line. Any old text that might still be useful as a record can be left on the template, but it needs to be changed to black, non-underlined text. (See “NO ACTION REQUIRED NOW”) The words “NO ACTION REQUIRED NOW” may be included beside objectives that are not considered at the meeting. To quickly understand what happened at a meeting, Board members need only read the red, underlined text in the third column. **NOTE**: The Board will **only** be expected to deal with “Recommendations…” items that have a Mover and Seconder in the “Moved/Seconded” column. Note the the first objective above has no mover or seconder because it is just information of outcomes. The Board will not need to concern itself with this item.
* Items in the **left hand column** (above “Other Business”) are pasted directly from the Action Plan for this committee – they do not change from meeting to meeting unless additional objectives are added during the year. They sit there as a reminder of the committee’s program for the year. Every club committee will be provided with ready-made templates like this at the start of the Rotary year. Templates can be printed and completed by hand, but will be provided in “Word” format for completion on a computer which is probably a better option. The cells will expand as items are typed into them.
* Additional objectives and business items may be added in the section under “**Other Business**” or may be included in Column 3 if it arises from an existing agenda item. If the Focus Areas on the template are changed, chairs are asked to send a copy of the updated template to the Planning Committee so it can be kept for future use.
* The **second column** is ONLY for the initials of committee members moving and seconding a motion. The initials refer to the members listed in the “Present” section in Row no. 4 of the template. The existence of initials beside a motion indicates a recommendation to the Board. Board members read, but do not need to deal with any other items.
* The **third column** is used for brief, dot point reports on important actions completed by the committee **OR** one or more motions/ recommendations to the Board typically starting with the word “That…”. Where appropriate, you also need to indicate in capital letters WHEN THE ACTION IS TO OCCUR. Nothing else is required in this column – the committee secretary only records what the committee **has done** or what it recommends **to be done** – everything else is superfluous.
* The **narrow fourth column** is for the initials of the committee member(s) responsible for implementing any action being proposed or recommended by this committee.
* NOTE: We use red **and** underlined text for new information because if members print these sheets without colour, the underlining will still distinguish the new text from the non-underlined text that was left from previous meetings.