



Committee Secretaries Training Program - Meeting Checklist		
REGULAR "HEALTH CHECK"		
Are you familiar with the terms of reference/other key documents		
Have you introduced yourself to the Chair		
Are the membership and distribution lists up to date		
Has the Committee undergone an evaluation/review		
Has the meeting schedule been planned ahead (if possible)		
Have meeting rooms been organised		
MANAGING MEETINGS		
	Date	Complete
Administrative Arrangements		
Confirm meeting date and venue		
Check accuracy of distribution labels and/or email addresses prior to each meeting		
Audio-visual requirements		
Catering (always provide tea/coffee/water)		
Teleconference (test in advance) booked; equipment organised (if necessary)		
Preparation of Agenda		
Source agenda items e.g.		
– Previous meetings		
– Related bodies		
– Chair		
– Email regarding submissions for meetings with a time deadline (if required)		
Prepare agenda		
– Collate agenda items		
– Proof read (get a second opinion if necessary)		
– If emailing agenda, condense into one document (and PDF), not into multiple attachments		
Distribute agenda - photocopy/print or email (where possible should be 1 week prior to meeting)		
Leading up to the meeting		
Contact any guests that need to be invited for certain items		
Provide briefing to Chair prior to the meeting		
Ensure equipment is in place and working		
Prepare and distribute any tabled papers to members		
Bring spare copies of agenda and papers to the meeting		

During the meeting		
Record attendance and apologies.		
Take minutes		
Assist chair as required		
After the meeting		
Prepare action list		
Send thanks to presenters (especially non-members)		
Prepare minutes as soon as possible after the meeting		
Send a draft copy to the Chair for approval/amendment		
After approval, distribute minutes to all members and people on the distribution list (also distribute copies of presentations, after seeking appropriate permission)		
Send items for action/extracts of minutes to relevant people		
Ensure records are up-to-date		