

Checklist for organising a Club Business Meeting

General

- The date time and venue for the meeting have been pre-arranged
- Members are invited to arrive from 7pm for a prompt start at 7.30pm
- The meeting must finish by 9.30 pm and have a comfort break at an appropriate point
- The Business Agenda for the meeting is a standard one – all Club Officers have a slot on the agenda and invited to submit a written report in advance of the meeting
- Club Secretary is responsible for producing the agenda and issuing papers.

Speakers

- There is no designated Club budget for speakers. If you wish for a speaker fee to be paid Club Executive would need to approve.
- The maximum time allowed for a speaker is 45 minutes including Q and A time
- If a Club Member or Group have arranged a speaker for the meeting, they are expected to:
 - have notified the Group that is coordinating the meeting in good time so that they can plan accordingly
 - Notified the Secretary so that the speaker and details can be included on the agenda.
 - Brief the speaker, confirming, IT requirements, forwarding any presentation documents to the Secretary
 - Agree the time slot that the Speaker will have with the group organising the meeting
 - Arrange to meet the Speaker on arrival at the Holiday Inn
 - Introduce the Speaker including purpose and expectation from Club
 - Arrange for the vote of thanks and buying and presenting any gifts. If applicable
 - Any post meeting follow up with the Speaker

Preparing the Agenda

- The Group organising the meeting should check with Club Officers if they have any issues that they need time to brief or discuss with Club, likewise Club Officers should proactively flag up to the organising group of any time requirements at the meeting.
- The organising Group should have an agenda call /meet with the Secretary at least two weeks before the meeting for a draft agenda to be produced and circulated to Club Officers for agreement

Meeting Papers

- Secretary will do a call for Officer report and send out agenda and papers before the meeting (no change to current arrangements)

Information required for the Meeting

- Any potential or new members attending should be notified to the organising Group by the Membership Officer.
- Members are responsible for notifying the organising committee and Secretary if they are bringing guests and for briefing the guest about the meeting

- All members should submit any apologies to the Secretary, preferably in advance of the meeting
- Members should pre notify any AOB to the Secretary

Running the Meeting

- Organising Group will agree a Chair for the meeting and ensure the Holiday Inn is notified of any specific meeting arrangements.
- Review the agenda, any speakers and pre notified business -ensure that PA is at the heart of the meeting
- The meeting Chair introduces the meeting explaining the meeting format
- Welcomes guests and members
- Recognises any Club or member achievements the previous month
- Hands the Chair to the speaker sponsor (if applicable)
- Ensures that the meeting starts and finishes on times
- That Soroptomist values are displayed throughout the meeting
- Post meeting feedback to the Executive of any issues
- Clears the draft minutes with the Secretary

March 2026 f