

How to Write an Agenda...

Society Committee meetings should ideally take place regularly during term time and a minimum of once a **month**. Committee meetings form the backbone of your work as a Committee, during these meetings you will plan your forthcoming activities, evaluate past activities and generally work as a Committee to coordinate the day to day running of your Society.

Having a good quality agenda for each meeting is an essential part of ensuring that the meeting is run efficiently and that everyone is working in the same direction. Well planned agendas will also help the Secretary to take minutes. It is normally the **Presidents'** responsibility to call and chair the meeting and as such they are responsible for writing the agenda. However, the President will often work with the Secretary as it is the secretary who will normally book the meeting venue and distribute the agenda to Committee members.

The agenda should include:

- The title of the meeting e.g. "History Society Committee Meeting" or "Ghost Walk Planning Meeting"
- The date, start and end time of the meeting
- The venue (This could be online via Zoom or another platform)
- The issues to be discussed at the meeting: including
 - Approval of previous meetings' minutes
 - Review of actions from previous meeting
 - Main items for discussion
 - Any Other Business (AOB)

Things to think about

Date and time

We would suggest that Society Committees meet weekly during term time (minimum once a month). Try to work around academic timetables so that Committee members are more likely to be able to attend. Why don't you set a regular time once a week so that you can set up a routine and increase regular attendance?

Venue

Think about which venue will be most appropriate for a constructive meeting. Make sure you get your room booked before you issue your agenda! In more recent times, it may be that you run your meetings online!

Is this an AGM?

If you are writing an Agenda for your Society's AGM, the agenda would also include time for the President to present the overview of the year and for the Treasurer to present their financial report. You can find more information on AGM's [here](#).

When to send out the agenda

It is amazing how many times people turn up to a meeting without knowing what the meeting is about. Make sure that the agenda is circulated at least 1 week before the meeting is due to take place. If we do not circulate the agenda beforehand, it can slow the meeting down.

'Any Other Business' (or AOB for short)

Including this item on the agenda enables you to postpone any discussions you don't want to have until the end of the meeting and keeps you focused on the already tabled items. It helps keep the meeting on track and avoids tangents and time wasting.

Number each agenda item

To help the Secretary take minutes and to provide an easy to understand structure to the meeting, make sure that you number each agenda item. A number by each one means everyone can keep track of what is happening.

Example of an Agenda:

Agenda-History Committee Meeting

Taking place via Zoom, Monday 2nd May 2021

1. Attendance & Welcome
2. Minutes of Last Meeting; 18/04/2021
 - a. The minutes from the above meeting to be agreed as a true and accurate record.
3. Review of actions from previous meeting
4. Agenda Items
 - a. Update reports
 - b. Review of Bake Sale
 - c. Planning for next meeting
5. Date of Next Meeting
6. Any other business