

TYPES OF MEETINGS

There are different types of meetings which Management Committee members need to attend. It is essential that the Management Committee receive proper notification of meetings and that the business is transacted and recorded according to the group or organisation's governing document (e.g. constitution).

Types of meetings may include, for example:

Type of Meeting	Description
Extraordinary/special meetings	May be called to cover an unusual or particular issue which has arisen, for example, a one-off event, a sudden change in funding or legislation.
Annual general meetings	<p>An important meeting for any group organisation, which must be held in accordance with your governing document (e.g. constitution). The business to be covered at the annual general meeting will be set out in your governing document. Common business at the AGM includes:</p> <ul style="list-style-type: none">• electing the Management Committee members and officers,• accepting the annual report,• accepting the annual accounts,• appointing the organisation's auditor (or independent examiner),• considering any motions to change the constitution.