



## THE GOVERNANCE OF MEETING AND MINUTES TAKING AND REPORT WRITING

### AIM

The aim of the workshop is to enable participants to understand their role as a minute taker, as well as how to take accurate minutes, which would serve as an enabler for the committee/board/associations to achieve its goals.

The nature of the workshop is such that it allows for participative interaction, discussions and practical and theoretical exercises. Delegates will have the opportunity to improve on their report writing skills. They will receive feedback from the facilitator and will be encouraged to share their experiences.

### WHO SHOULD ATTEND?



If you are responsible for the taking of committee/board/associations or executive level minutes then this training is for you

### FORMAT:

The training session will be divided between the theory of meetings and minutes as set out below with an emphasis on practical training sessions.



### OUTCOMES/LEARNING OBJECTIVES:

#### Theory:

- Recognize the importance of minute-taking.
- Develop key minute-taking skills, including listening skills, critical thinking, and organization.
- Be able to resolve many of the complaints that affect minute-takers.
- Be able to write minutes that are suitable for formal meetings, semi-formal meetings, and action minutes.
- Be an efficient minute-taker in any type of meeting.
- Be able to prepare and maintain a minute book.
- The responsibilities of the company secretary in regard to assisting in the drafting of the agenda, matters arising/action lists and annual meeting planners
- Differences between round robin resolutions and taking resolutions at board meetings.
- What is meant by a quorum and proxy (incl. whether a director can appoint a proxy?)
- Voting – who can vote, how many votes are required to approve a resolution
- Numbering of resolutions
- Declarations of interests
- Understand the importance of transcribing accurate minutes and the role of the minute taker in the meeting
- Understand the governance of meetings and the duties of directors to the Companies Act cap 42:01
- Samples of case law and practical examples on the use of minutes in law

- The Importance of recording who attends meetings, maintenance of attendance registers etc
- Obtaining the approval from attendees as to whether the meetings can be recorded electronically, and the pro's and con's thereof
- Understand what skills are required by a minute taker in order to take effective minutes
- Understand what content should be recorded
- General complaints and challenges minute takers face
- Making your writing clear, complete, concise, and correct.
- Improving your sentence construction and paragraph development.
- Dealing with specific business requests.
- Creating effective business cases, proposals, and reports.
- Thoroughly documenting sources that you use in your writing.
- Preparing reports and proposals that inform, persuade, and provide information.
- Reviewing your work so that it is clear, concise, complete, and correct.
- Apply these skills in real work applications.

#### Practical:

- Drafting a meeting management process / timeline to suit your organization
- Understand formal meeting procedure
- Learn how to record formal minutes (Board, Committee, Associations, Exco)
- Identify and minute action items and resolutions

