**Society Secretary Meeting Checklist**

* Create the agenda for the meeting
* Send out an email and post a message on all your social media about the meeting a week before it is going to happen. Include:
  1. Date of meeting
  2. Time
  3. Location
  4. Agenda (Follow agenda template in bible)
  5. Society Email address if anyone wants to add anything to the agenda (must arrive to you 3 days before!)
* As the members come in, ask to see their SocFed card or ask their name so you can check that they are actually members, as if they are not they can only observe and NOT vote.
* You must have a minimum of 10 people in attendance for the meeting to go ahead or 25% of your total membership, whichever is greater. If you don’t the meeting cannot go ahead and so you will need to rearrange it for another date..
* Pass some copies of the agenda around just in case people want them (I am happy to print some if you tell me how many you want)
* Put down how many people are in attendance.
* Let the chair welcome everyone and introduce the Committee so everyone knows who you are and what your role is.
* You then read out any apologies.
* Hand back over to the chair to start on the agenda and the run the meeting.
* Remember to remind the chair, (if needed) when they are asking if you all want to do something that a vote needs to happen. Make note of any votes that occur (Remember to put the votes for, against and any abstention’s). If the majority vote for, then it goes ahead, if not then it doesn’t.
* From here on in, you just need to make notes on everything discussed and also include any action points if anyone gets allocated a job to do.
* Make sure a date, time and location of the next meeting gets confirmed.
* After the meeting:
  1. Type up the minutes.
  2. Put them on all your social media avenues
  3. Email the Volunteering & Activities Coordinator the minutes