

PROCESS FOR STAGE THEATRE **SOCIETY COMMITTEE MEETINGS.**

Like all voluntary groups and charities, here at Stage Theatre Society we have to make sure people know exactly what is happening and when. This helps us to comply with the charity rules and regulations, and keep everything transparent and open. This document outlines the processes for successful recording of committee meetings here at Stage Theatre Society.

MEETING PERIOD.

At Stage Theatre Society our financial year runs from June 1st until June 1st each year. We have therefore kept it simple and have the A.G.M and meeting minute years run in the same periods.

CREATING THE AGENDA FOR A MEETING

2 weeks before each meeting of the committee commences, the secretary will email out to all committee members requests for items to go on the agenda. Any items returned will be added to the agenda alongside the following items.

- WELCOMES AND APOLOGIES
- CONFIRMATION OF PREVIOUS MINUTES
- MATTERS ARISING
- FINANCIAL REPORT
- CHAIRPERSONS REPORT
- CURRENT PRODUCTION REPORT
- TICKET SALES REPORT
- EVENTS IN THE UP AND COMING PERIOD
- PRE AGREED ITEMS FOR DISCUSSION
- ANY ITEMS FROM CAST COUNCIL
- DATE OF NEXT MEETING
- CLOSE

The agenda is then emailed out to all committee members 1 week before the meeting is due to take place - it is then advised that committee members bring this document with them to the meeting as it is their responsibility. The co-founder should then file this agenda in the electronic record of committee meetings folder.

MINUTE TAKING

At a committee meeting it is the responsibility of the secretary to take clear and accurate minutes of the meeting. These minutes are then emailed out to all committee members after the meeting along with highlighted action points. It is the co-founders responsibility to file these minutes correctly dated in the electronic record of committee meetings folder.

CONFIRMATION OF PREVIOUS MINUTES

At a committee meeting the minutes from the previous meeting need to be confirmed as being true and accurate. This is done by someone first and seconding it.

PROCEDURE FOR MINUTE TAKING AT AN A.G.M

At an A.G.M it is the responsibility of the current secretary to take clear and accurate minutes of the meeting. Although there is not a given agenda for these meetings, the evening should include the following.

- Welcomes and apologies.
- Matters arising.
- Confirmation of the last meetings minutes.
- Speech given by co-founders
- Current committee to step down
- New committee elected
- New committee details updated with STS records