

Good Practice Guide

Effective Minute Taking

Taking minutes of a meeting is not as daunting as you may think! The following points should help you:

- It is important to note who is present and who has apologised for absence.
- The minutes should follow the order of the agenda items
- It's only necessary to record important decisions and to make clear who has responsibility for carrying them out.
- Decisions should cover:
Agreements reached about the policy of the group e.g. We will open a Day Centre.
The management of the group e.g. We will become a charity.
The finances of the group e.g. We will find an ethical friendly bank.
- It is best to write up the minutes as soon as possible after the meeting using the notes taken at the meeting. You will find it easier to remember what went on!
- Some groups send out minutes as soon after the meeting as possible but many groups wait to send them with the agenda of the next meeting.
- Minutes should be signed by the chair at the next meeting after they have been agreed.
- Once they have been agreed, any matters arising from the minutes should be discussed unless they appear as a separate item further down the agenda.
- The minutes should be as brief as you can make them.
- You can't record discussions. Minutes are not a verbatim record - they simply recall to the group the essential points made at the last meeting and action that was agreed.

If you need any further advice please contact Ryedale Voluntary Action on 01653 600120 or email: post@rva-cvs.org.uk