



Cook Islands Sports & National Olympic Committee

MEETING GUIDELINES

1. POLICY

Meetings are a part of everyday business. It is vital for management and communication. For a meeting to be efficient and effective, it needs to be run properly.

2. SCOPE OF POLICY

This policy applies to all staff and Volunteers of CISNOC.

3. PRINCIPLES

- 3.1. Meetings aim to either increase motivation, productivity or solve problems.
- 3.2. Meetings are an opportunity to bring about new and creative ideas and initiative.

4. MEETINGS

- 4.1. Ensure everyone is clear on the purpose of having a meeting
- 4.2. Set a clear agenda
- 4.3. Record decisions made
- 4.4. Assign action items
- 4.5. Increase accountability
- 4.6. Use the following Guidelines:
 - 4.6.1. Don't have a meeting just for the sake of meeting
 - 4.6.2. Start on time
 - 4.6.3. Finish on time
 - 4.6.4. President leads and controls the meeting
 - 4.6.5. Not too many issues in agenda
 - 4.6.6. Avoid any 'will be agreed on the next meeting' agreements
 - 4.6.7. No general talk once the meeting starts

5. PROCESSES AND PROCEDURES

- 5.1. A quorum is the minimum number of members needed in person or by proxy in order to run a meeting. The general rule of thumb would be half or more than the total number of members on a specific committee.
- 5.2. Meeting are to be set with dates and times in consultation. Once finalised, it should be communicated and diarised immediately.
- 5.3. An agenda should be time-bound and its layout should be clear and succinct. The person who puts an item on the agenda is responsible for speaking about/to it. If possible, documentation supporting an agenda item should be sent along with the agenda.
- 5.4. A call for agenda items should go out a week in advance by the designated President. The same person should send out the completed agenda the day prior to the meeting.
- 5.5. While preparing the agenda, the President should complete the action points section by sourcing that information from the previous minutes, thus creating a link.
- 5.6. On the day of the meeting, the action points are reviewed and updated accordingly.
- 5.7. If an action point has not been achieved, it should be carried forward to the next meeting.
- 5.8. Minutes should be concise and logical.

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- 5.10. The very process of recording minutes can give you a deeper understanding of the issues faced by our organisation along with ability to focus on what's important.
- 5.11. Minutes should be clear and understandable without being a verbatim report of discussions.
- 5.12. Minutes should ideally be completed within 2-5 days of the meeting.
- 5.13. A person delegated to complete a task that is beyond their capacity to complete the said task should be re-delegated to someone else.

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