

Minutes for Boards and Committees

Course outline

Acknowledgements

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Course Outline

Meetings provide a means for collaboration, communication and decision making every day in organisations across the globe. Decisions are made in meetings that form the basis of actions going forward.

Effective minutes are essential as an accurate reflection of the outcomes of a meeting.

This course will develop the knowledge and skills of minute taking necessary to prepare, review and sign-off on meeting minutes that are:

- accurate
- objective
- 'a true reflection' of the meeting decisions.

This course is not designed to provide a comprehensive treatment of the legal and statutory requirements for minute taking but to provide guidance on what is, and is not, professional standard and a range of tools to assist practice.

The **aim** of this course is to equip participants with best practice knowledge and minute taking skills.

The **key** objectives are to:

- identify the purpose, function and legislative requirements of minutes
- define the role and responsibilities of the minute taker and assist in achieving accurate minutes
- examine best practice in minute taking
- explore technology advancements.

Course content

1 Introduction

- 1.1 Scope and context of this course
- 1.2 Aim and objectives of this course

2 The purpose and function of minutes

3 The role and responsibilities of the minute taker

- 3.1 Preparation
- 3.2 Legal essentials for the minute taker

4 The mechanics of minutes

- 4.1 The language of minutes
- 4.2 The structure of minutes
- 4.3 Types and styles of minutes
- 4.4 Circular resolutions

5 The content of minutes

- 5.1 The business judgment rule
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6 Board and Committee Charters

- 6.1 Board Charters
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7 Legislative requirements for minutes

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