

Meetings, Minutes and Resolutions

Course outline

Acknowledgements

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Course Outline

Meetings are an important responsibility for directors. The process by which directors take decisions can be subject to legal action. Courts of law will not dispute a decision, as that is the responsibility of the directors, but it can dispute the process by which the decision was made.

Meetings are held by organisations for a variety of reasons:

- to seek approval for action
- to report on progress
- to inform stakeholders
- to fulfil statutory obligations.

There is a body of statute and common law that regulates the calling, conduct and recording of various types of meetings.

All of these meetings need to be recorded in a permanent, official manner. This is the purpose of minutes. Keeping good minutes is an art rather than a science — however this course offers some guidance on effective minute-taking.

The aim of this course is to provide an overview of how meetings can be conducted to be an effective use of time and derive outcomes which are in the best interests of the organisation as a whole.

The key objectives are to:

- identify the statutory requirements of meetings
- explore best practice in the conduct of meetings
- examine potential solutions for difficult situations in meetings
- highlight best practice for minutes and resolutions.

Course content

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- 1.1 What is the aim of this course?

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