

Effective minutes for effective governance

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Purpose

- **What are minutes for?**
- **Who should read them?**



Contents

- What information should minutes include?
- What should they NOT include?

Worth noting:

- The average person can say 250 words in one minute;
- The average person can write 25 words in one minute!



Procedures

- **What procedures are already in place?**
- **Where are you likely to find them?**



Tips for Minute-takers

- Who should take the minutes?
- What advice would you give?



Common Mistakes

- What are the mistakes to avoid?
- What are the ramifications of mistakes?



Template Board Minutes

- **What are the main headings?**
- **How long should the minutes be?**



Charities Governance Code

- Make sure that your charity trustees have the facts to make informed decisions at board meetings and that these decisions are recorded accurately in the minutes.
- Actions our charity takes to meet the standards...
- Evidence of our actions...

