

Expectations for MM Committees and Their Minutes Old Chatham Monthly Meeting, 26 November 2023

Expectations

- Meets regularly at a set time (usually bi-weekly or monthly) or diligently sets the next meeting time during the current meeting*
- Has an agenda for each meeting
- Holds the meeting in worship
- Has a notetaker who is not the committee clerk (exceptions may be made in the case of small committees)
- Identifies and puts in writing items for Meeting for Business and prepares for their presentation at Meeting for Business
- Has a process for review and approval of the meeting notes
- Maintains committee records
- Clerk checks on individuals' follow-through on actions they volunteered to take
- Communicates with the Clerk of the Meeting if the committee is not functioning well
- Before closing the committee meeting, decides on (1) what to report at Meeting for Business, if anything, and (2) if there is an action item for Meeting for Business, drafts the wording of what will be handed out or read, and prepares for the committee's presentation of the matter to Meeting for Business
- Has in writing the committee's role and responsibilities
- Manages the committee budget and proposes new budgets annually when requested by the Finance Committee
- Keeps track of in-kind donations and reports them to the Finance Committee
- Facilitates a smooth transition to a new clerk by (1) passing along the leadership before the clerk is burned out and (2) having the outgoing clerk orient the incoming clerk and pass over committee records on a timely basis

*The next meeting time should appear in the meeting notes, so that the Clerk and/or Communications Committee can include the meeting time in Meeting announcements.

Committee Documentation of Business

The ideal is that **minutes** are taken at each committee meeting. If no one is comfortable taking minutes, instead someone could take notes.

The committee meeting minutes should be useful to all members of the committee, both those who attended the meeting and those who did not.

The committee meeting minutes should include who is responsible for taking what action after the meeting.

The minutes should be approved by those present prior to the closing worship of the committee meeting, if possible, or by circulating a draft to solicit input to finalize them.

The committee meeting minutes are official records of the Meeting and should be kept accordingly. This is the responsibility of the committee clerk.

All committee notes and minutes should be shared with the Meeting's Clerk, Assistant Clerk, and Recording Clerk. (They subsequently go into the Meeting's records.) They should also be selectively shared with the Newsletter Editor.

A committee may submit to the Meeting Recorder/Archivist any other items it feels are important for retention in the Meeting's records.

A committee **report** is not usually the same as the minutes, but rather selected information that the committee – during the committee meeting – decides should be shared with the Meeting.

If a committee has an **action item** for Meeting for Business, the committee writes and approves – during the committee meeting – a **prepared minute** to bring forward. The language of the minute might be: "Committee XX recommends that OCMM ..."