



**ENGLAND
HOCKEY**

Top Tips for Minute Taking

Good minutes provide a brief and clear summary of what was discussed and agreed. At the end of each agenda item, confirm the decision, the action to be taken, who will be responsible and by when.

1. At the meeting

To ensure effective minute taking, you must try to:

- List the people attending the meeting and record any apologies.
- Ensure the minutes of the previous meeting are read, and if approved, the minutes are signed and dated by the Chair.
- Following the agenda, give each section a subheading and write separate paragraphs per topic.
- State the main issues and decisions made. You do not need to note down individual views expressed or the proposers and seconders of resolutions - unless there is strong opposition.
- If a vote is taken, make more detailed notes and record the result of the voting.
- Best practice suggests that there should be no 'Any Other Business' to retain focus on key outcomes. You could ask for AOB to be raised prior to the meeting so to be added to the agenda.
- Date of next meeting - good to set date at the meeting to ensure maximum attendance.

2. After the meeting

Make sure you:

- Write up the minutes as soon as possible after the meeting, while the discussions are still fresh in your mind.
- Try to send out the minutes promptly so those not at the meeting know what was discussed and as a reminder to those that have tasks to carry out.
- Put a reminder in your diary to chase up people with tasks.
- Circulate the date of the next meeting so people pop it their calendar.
- Note – AGM's and EGM's are governed by much stricter rules which will be stated in your Constitution. Please refer to 'Top Tips for General Meetings' for more information.

Template - Minutes

Name of Organisation & Logo

XXX Meeting

Date & time

Present: *Names (initials in brackets)*

Apologies:

AGENDA ITEM	NOTES & ACTIONS	WHO
Matters Arising	1.	
XXX	1.	
XXX	1. 2.	
XXX	1.	
AOB	1.	
DOB & Objective		

Meeting Closed at

Signed

Date

