# Academic Board Sub-Committees

# Guide to Committee Procedures

**Forward Agenda**

* Construct yearly agenda list by meeting date. Include standard known items
* Add agenda items as they are determined
* Open Central Records Management Office (RMO) file for each Committee meeting

**Preparation of Agenda and Papers**

* Prepare agenda pages
* Prepare standard Committee papers:
* Apologies
* Conflicts of interest – list conflicts if any have been notified
* Minutes cover sheet
* Minutes of previous meeting
* Business arising from the minutes
* Prepare other reports, as required –
* Determine status of items :
* starred
* non-starred

**Approval of Papers**

* Discuss papers and draft Agenda with Convenor and amend, if necessary.
* Ensure that any recommendations on the Agenda match the recommendations in the actual papers.
* Final check prior to publication process.

# Distribution Day

* As a guide, papers should be distributed seven working days prior to the meeting.

# Following distribution

* Place originals of papers and other associated documentation on RMO file.

# Post Meeting – Minutes

* Prepare draft minutes of meeting
* Submit draft minutes to Convenor for approval or amendment
* Amend minutes following discussion with Convenor
* Submit unconfirmed minutes to secretary of committee to which sub-committee reports.

## **Post Meeting – Reports**

* If required, prepare reports regarding major items for approval by higher committee
* Discuss reports with Convenor and amend if necessary
* Submit to secretary of higher committee.

# Post Meeting – Actions

* Ensure minutes (of previous meeting) confirmed at the meeting are signed by Convenor and filed appropriately
* Prepare list of actions arising from the minutes
* Prepare draft Business Arising report for next Committee meeting
* Check actions in Business Arising report have been completed prior to publication of papers for next meeting