

Chairing a General Meeting – chair script

<p>Opening the meeting</p>	<p>Good [morning, afternoon, evening] everyone. My name is [state your name] and I will be chairing today's meeting.</p> <p>I would like to open the general meeting for [specify month] at XX:XX am/pm and call the meeting to order.</p> <p>Thank you to everyone that has joined us, both in person and online (if applicable).</p> <p>Some housekeeping before we address this meeting's agenda <i>(this may not be required for every meeting, but could be used if you have new members/guests)</i> –</p> <ul style="list-style-type: none"> • Please ensure that all phones are turn off or on silent. • Rest rooms are located at (specify location) • If at any point during the meeting quorum is lost, the meeting will be adjourned and rescheduled to a date and time when quorum can be reestablished. • To ensure all agenda items are addressed, discussion times will be monitored and if we start to move off track from the tabled discussion, prompts will be given to sum up or move to determine a resolution and/or subsequent action item. • All attendees input is welcomed, but please remember the overall objective of the P&C when expressing your viewpoints and be respectful of all other viewpoints that are tabled throughout the meeting. • Further to that, we remind you all that the P&C Code of Conduct must be adhered to as agreed upon acceptance of all memberships. <p>Looking at the agenda, we anticipate for the duration of this meeting to be approximately [insert time frame here e.g. 1 hour].</p> <p><i>Optional – Acknowledgement of Country (this can be recited before housekeeping – please see below for a generic acknowledgement of country).</i></p>
<p>Apologies</p>	<p>Are there any apologies that need to be recorded? If so, please declare them now.</p> <p><i>Pause for members to provide apologies.</i></p> <p>Thank you, those apologies will be recorded in the minutes.</p>

<p>Confirmation of the Minutes of the Previous General Meeting</p>	<p>Next item of the agenda is the confirmation of the minutes of the previous general meeting, held on [insert date].</p> <p>Minutes were distributed on [insert date] via [email, in person etc], and we thank [insert name here] for preparing these for the P&C.</p> <p>I trust everyone has had the opportunity to review the minutes.</p> <p>If there are no discrepancies, can I ask for a member that was present at the previous meeting to move the minutes as confirmed? <i>Wait for a member to agree to move</i> – motion moved by [insert name here].</p> <p>Could I ask for a member also present at the previous meeting to second the motion? <i>Wait for a member to second the motion</i> – motion seconded by [insert name here].</p> <p>Finally, a raise of hands to vote the confirmation of the minutes please.</p> <p><i>Wait for raise of hands and determine whether a majority vote is reached.</i></p> <p>Motion is carried/lost.</p>
<p>Business Arising from the Minutes of the Previous General Meeting</p>	<p>Are there any matters that have arisen from the minutes of the previous meeting?</p> <p>Are there any items that require further discussion or clarification?</p> <p><i>Allow for items to be tabled, with any subsequent motions to be moved, seconded, and voted on as mentioned above – keep note of discussion timeframe and tone of the discussion. Ensure that discussion is kept on task so that the meeting can keep to time.</i></p> <p><i>Take note to verbalise any action items so that the secretary can record it in the action item list within the minutes e.g. Planning of the school disco to be actioned by John Smith.</i></p>
<p>Correspondence received since the previous general meeting, inward and outward</p>	<p>Next item on the agenda is to discuss the correspondence received since our last meeting.</p> <p>I would like to ask for our secretary to provide a summary of the correspondence report (NOTE: junk mail does not need to be discussed unless it is of particular interest). Thank you [insert name here].</p> <p><i>Secretary to table key points from their report, flagging key incoming and outgoing correspondence to be discussed in the next agenda item.</i></p> <p><i>Secretary to move for their report to be tabled as accepted or prompted by the Chair to move the motion.</i></p>

	<p>Thank you for moving your report [insert name here]. Could I please ask for a member to second the motion? <i>Wait for another member to second the motion</i> – seconded by [insert name here].</p> <p>All in favour of the motion? <i>Wait for raise of hands and determine whether a majority vote is reached.</i></p> <p>Motion is carried/lost.</p>
<p>Business arising from correspondence</p>	<p>Is there any business from the correspondence that requires actioning?</p> <p><i>Allow for items to be tabled, with any subsequent motions to be moved, seconded, and voted on as mentioned above – keep note of discussion timeframe and tone of the discussion. Ensure that discussion is kept on task so that the meeting can keep to time.</i></p> <p><i>Take note to verbalise any action items so that the secretary can record it in the action item list within the minutes e.g. Planning of the school disco to be actioned by John Smith.</i></p>
<p>Table Executive Committee decisions (if any)</p>	<p>Next, we will table the following urgent decisions made by the Executive Committee since our last meeting.</p> <p>If everyone could please refer to the report provided.</p> <p><i>Read out decisions made, and reason for each decision.</i></p> <p>Are there any questions regarding the decisions made?</p> <p><i>Allow for questions to be tabled and keep note of the discussion timeframe and tone of the discussion. Ensure that discussion is kept on task, so that the meeting can keep to time.</i></p>
<p>Treasurer’s report and financial statement, and any business arising from Treasurer’s report and financial statement</p>	<p>Moving to the next item on the agenda, I will ask our Treasurer to provide an overview of the treasurer’s report. Thank you [insert name here].</p> <p><i>Treasurer to provide overview from their report as per the Accounting Manual’s Monthly Reporting Requirements, flagging key points for the members to refer to in the report.</i></p> <p>Are there any questions regarding the treasurer’s report? <i>Wait for questions, keep note of discussion timeframe and tone of the discussion. Ensure that discussion is kept on task so that the meeting can keep to time.</i></p> <p><i>Treasurer to move for their report to be tabled as accepted or prompted by the Chair to move the motion.</i></p> <p>Thank you for moving your report [insert name here]. Could I please ask for a member to second the motion? <i>Wait for another member to second the motion</i> – seconded by [insert name here].</p>

	<p>All in favour of the motion? <i>Wait for raise of hands and determine whether a majority vote is reached.</i></p> <p>Motion carried/lost.</p> <p>Is there any business arising from the Treasurers report to be tabled, including expenses to be ratified?</p> <p><i>Allow for items to be tabled, with any subsequent motions to be moved, seconded, and voted on as mentioned above – keep note of discussion timeframe and tone of the discussion. Ensure that discussion is kept on task so that the meeting can keep to time.</i></p> <p><i>Take note to verbalise any action items so that the secretary can record it in the action item list within the minutes e.g. Planning of the school disco to be actioned by John Smith.</i></p>
<p>Subcommittee reports and financial statements, and any business arising from subcommittee reports and financial statements</p>	<p><i>NOTE: If your P&C does not have any subcommittees or working groups, this agenda item can be skipped.</i></p> <p>Next item of business is to table reports for the subcommittees. I will ask [insert name here] to present the report for [insert subcommittee here] –</p> <p><i>Overview provided from relevant subcommittee report, flagging key points for the members to refer to in the report.</i></p> <p>Are there any questions regarding the [insert name of subcommittee] report? <i>Wait for questions, keep note of discussion timeframe and tone of the discussion. Ensure that discussion is kept on task so that the meeting can keep to time.</i></p> <p>Could I please ask for a member move for the report to be accepted? <i>Wait for a member to move the motion</i> – thank you, moved by [insert name here].</p> <p>And can I please have a member second the motion? <i>Wait for another member to second the motion</i> – seconded by [insert name here].</p> <p>All in favour of the motion? <i>Wait for raise of hands and determine whether a majority vote is reached.</i></p> <p>Motion carried/lost.</p> <p>Is there any business arising from the [insert name of subcommittee] report to be tabled, including expenses to be ratified?</p> <p><i>Allow for items to be tabled, with any subsequent motions to be moved, seconded, and voted on as mentioned above – keep note of discussion timeframe and tone of the discussion. Ensure that discussion is kept on task so that the meeting can keep to time.</i></p>

	<p><i>Take note to verbalise any action items so that the secretary can record it in the action item list within the minutes e.g. Planning of the school disco to be actioned by John Smith.</i></p> <p><i>Repeat this process for each subcommittee or working group.</i></p>
Other reports (such as Principal's report)	<p>Next item of business is the Principal's report. I pass the floor to [insert Principal's name] to address the committee and provide their report.</p> <p><i>Principal provides report – there is no requirement for it to be motioned for endorsement.</i></p> <p>Thank you [insert Principals name] for providing your report. Are there any questions relating to the information that has just been provided?</p> <p><i>Wait for questions to be asked and take note of the timeframe and tone of the discussion. Ensure that if discussion steers off topic to prompt for discussion to wrap up e.g. Further questions can be addressed outside of the meeting, in interest of time we'll move forward to the next item.</i></p> <p><i>Repeat this process for any other reports (if required), e.g. Fundraising, Grants, Tuckshop, Uniform Shop, OSHC, Swim Club, etc.</i></p>
Motions on notice	<p>Next item on the agenda is motions on notice.</p> <p>Today we have [insert total number of motions] to table for discussion, in which I will provide a small amount of time for each item to be discussed before we motion any approvals or endorsement.</p> <p><i>Read each motion as it is listed on the agenda and allow opportunity for discussion with any subsequent motions to be moved, seconded, and voted on as mentioned above – keep note of discussion timeframe and tone of the discussion. Ensure that discussion is kept on task so that the meeting can keep to time.</i></p> <p><i>Take note to verbalise any action items so that the secretary can record it in the action item list within the minutes e.g. Planning of the school disco to be actioned by John Smith.</i></p>
General business	<p>We will now move to table any General Business.</p> <p>Today we have [insert total number of motions] to table for discussion, in which I will provide a small amount of time for each item to be discussed before we motion any approvals or endorsement.</p> <p>We will also open the floor briefly for any additional general business items NOTE: new items can be raised from the floor without having notified the Secretary prior to the meeting. If the matter raised is not P&C related or is of a personal or defamatory nature, the Chair (or Principal) may advise that the P&C meeting is not the appropriate place for that discussion and invite</p>

	<p>the individual to contact the school management team directly to discuss – therefore moving onto the next item.</p> <p><i>Read each motion as it is listed on the agenda and allow opportunity for discussion with any subsequent motions to be moved, seconded, and voted on as mentioned above – keep note of discussion timeframe and tone of the discussion. Ensure that discussion is kept on task so that the meeting can keep to time.</i></p> <p><i>Take note to verbalise any action items so that the secretary can record it in the action item list within the minutes e.g. Planning of the school disco to be actioned by John Smith.</i></p>
<p>Applications for membership and recording of new members</p>	<p>Our last item on the agenda today is tabling applications for membership. <i>If there are no membership, this item can be skipped.</i></p> <p>We have a total of [insert number of applications] to table for acceptance.</p> <p>Can I please ask for the membership of [insert name] to be moved? <i>Wait for a member to agree to move</i> – moved by [insert name].</p> <p>Can I please ask for a member to second the motion? <i>Wait for another member to second the motion</i> – motion seconded by [insert name of seconder].</p> <p>All in favour of the motion? <i>Wait for raise of hands and determine whether a majority vote is reached.</i></p> <p>Motion is carried/lost.</p> <p><i>Each membership must be tabled for approval separately.</i></p>
<p>Closing the meeting</p>	<p>On behalf of the P&C I would like to thank you all once again for taking time out of your [morning, afternoon, evening] for attending today’s meeting.</p> <p>The action items from this meeting are –</p> <p><i>Ask secretary read out the action items.</i></p> <p>With the agenda now being completed and there being no further business, will declare the general meeting for [insert month] closed at XX:XXAM/PM, with the next meeting scheduled for [insert date, time, and location here].</p>