



HOUSING FOR THE AGED ACTION GROUP INC.

## CHECKLIST: WHAT COMMITTEE MEMBERS NEED BEFORE A MEETING

All committee members should have the following before a meeting:

» **Notice of the meeting**

Dates of meetings should be set in advance. In order for a meeting and a committee to be effective, all members, as much as possible, need to be present.

» **Minutes of the previous meeting**

The minutes record what happened and what was decided at the previous meeting. It is important that minutes are prepared well; they should provide an accurate account of actions and decisions taken to best inform future directions, and note absent committee members and residents.

The minute headings should correspond to the agenda; committee members should look through them carefully to verify matters or present any relevant questions at the following meeting.

» **Agenda for the forthcoming meeting**

This is a statement of the direction and shape of a meeting, with a list of issues and topics to be discussed.

» **Any other relevant material**

Written reports or specific information that committee members will need for discussion at the next meeting should be provided before the meeting. Relevant material could also include any paperwork that was stated would be given to committee members after the meeting.

