



Notices and Circulars ([Aminotes](#))

Notices - Meeting notices should be used to announce meetings of established university wide committees or for agendas that include discussions of issues of universitywide concern. The Open Meetings Law requires that meeting notices inform those reasonably likely to be interested in the agenda under discussion. Meetings of departments or committees generally may be announced within those specific areas only and need not be included in meeting notices unless the agenda includes universitywide matters.

Example -

Notice of Board Meeting

Notice is hereby given that a meeting of the Board of Directors of the (Company Name) will be held at (Time) on (Day of the Week), the (Date in words) at (Board Meeting Address), to interalia consider the following business as under:-.

1. Agenda 1 for Board Meeting
2. Agenda 2 for Board Meeting
3. Any other business with the permission of the chair which is incidental and ancillary to the business.

Place: (City Name)

Date: (Date)

For (Company Name)

(Director Name)

(Designation)

On behalf of the Board



Circulars - Circulars are a highly effective way to communicate with employees or customers. Many companies use circulars as notices in business communication to enforce dress codes and policies or invite employees to meetings or luncheons. Circulars can also be used as an advertising tool. There are a number of benefits to using circulars, but a circular must include certain features to be most effective. Additionally, distribution is important for circulars in business communication.

Example -

The image shows a sample circular document with a light blue background and a large, faint yellow 'A' watermark. The document is titled 'CIRCULAR' in bold, underlined, black capital letters. It contains three paragraphs of text. The first paragraph states that employees are not submitting Departure Reports before proceeding on Earned Leave and not submitting Joining Reports after availing the leave. The second paragraph states that it has been decided to direct employees to submit their Departure Reports before proceeding on earned leave and submit their Joining Reports after availing the leave. The third paragraph requests that all Heads/In-charge(s) bring the contents of this circular to the notice of all concerned working under their control. The document is dated 27th December, 2012, and is signed by the Administrative Officer, Khan, on 27/12/12.

F.No. Leave/Admn-2012/19059/26

Dated : 27th December, 2012.

CIRCULAR

It has been observed that the employees of this Bureau are not submitting Departure Report before proceeding on Earned Leave and not submitting Joining Report after availing the leave.

Therefore, it has been decided to direct the employees that they should submit Departure Report before proceeding on earned leave and submit Joining Report after availing the leave.

All the Heads/In-charge(s) are requested to bring the contents of this Circular to the notice of all concerned working under their control.

Bhawan
27/12/12
Administrative Officer
Khan, 27.12.12

Agenda - An **agenda** is a list of meeting activities in the order in which they are to be taken up, beginning with the call to order and ending with adjournment. It usually includes one or more specific items of business to be acted upon. It may, but is not required to, include specific times for one or more activities. An agenda may also be called a docket, schedule, or calendar. It may also contain a listing of an **order of business**.

A meeting agenda is a vital element of a meeting and must be carefully prepared beforehand. It contains the topics for discussion during for the upcoming meeting. Having a clear agenda helps the participants to prepare for it.

Example -



Agenda

NOKIA MOBILES

A meeting of the regional managers of Nokia Mobiles will be held on Monday, May 21, 2012 in the Head Office New City Lahore at 11:00 AM. The Following will participate in the meeting:

Mr. Ameer Mahmood	Managing Director Nokia Mobiles
Mr. Kamran Akbar	Manager Nokia Mobiles, Islamabad
Ms. Mona Salim	Sub Manager Nokia Mobiles,
Mr. Ahmad Hanif Ramy	Manager Nokia Mobiles,

The purpose of the meeting is to discuss:

1. Salary structure of the employees
2. Energy crises
3. Improvement in service
4. Launching the new products



Minutes of a meeting - The minutes of a meeting are an integral part of a meeting's documentations. The minutes records everything discussed during the meeting and ensure that everyone is on the same page. They also serve as a reference for those who were unable to attend the meeting, or for those who are conducting research on a related topic. They form an official document, and their value is incalculable as they permanently record all decisions made during a meeting and the circumstances that led to the decisions.

Example -

WYETH MEDICAL CENTER

Minutes of the Monthly Meeting
Medical Audit Committee

DATE: June 23, 2012

PRESENT: Dr. Khuram Rasool (Chair), Saqib Najum, Ammar Nasir, Shozib Ali, Aabis Mahmood (Secretary)

APOLOGIES FOR ABSENCE: Dr. Inayat Khan, Salman Akbar, Nimrah Afzal

Dr. Khuram Rasool called the meeting in committee room at 12:45 p.m. Dr. Ammar Nasir made a motion that the June 2, 2012, minutes be approved as distributed. The motion was seconded and passed.

The committee discussed and took action on the following topics.

(1) TOPIC: Meeting Time

Discussion: The most convenient time for the committee to meet.

Action taken: The committee decided to meet on the fourth Tuesday of every month, at 12:30 p.m.