

MEETINGS

CHAIRPERSON

SECRETARY

TREASURER

EXECUTIVE MEMBERS

MEMBERS

MEETINGS

- Formation of Committee
- Notice
- Agenda
- Meeting
- Minutes of Meeting

MEETINGS

- Formation of Committee
 - Through Selection or Election
 - Selection is by the higher authorities
 - Election is by all the members
 - Tenure as per the law/policy

MEETINGS

- Notice
 - Day, Date, Time and Venue
 - Signed by Chairperson and Secretary
 - Circulated to all members
 - Heading is important

MEETINGS

■ Notice (Sample)

Don Bosco College of Engineering
Fatorda – Goa

05 October 2020

Cultural Committee Notice

This is to inform you that the first meeting of the Cultural Committee will be held on Thursday, 15 October 2020 at 3.00 p.m. via Google meet.

All are requested to attend the meeting.

Signature
Name
Secretary

Signature
Name
Chairperson

MEETINGS

- Agenda
 - Points to be discussed
 - Mentioned in the order of importance
 - First Point is: Confirmation of the minutes of the last meeting
 - Last point is: Any other matter

MEETINGS

■ Agenda (Sample)

Agenda

- 1.1. Welcome the new committee
- 1.2. Discuss Roles and Responsibilities
- 1.3. Review of the Cultural Report
- 1.4. Any other matter

Signature

Name

Secretary

Signature

Name

Chairperson

MEETINGS

- Meeting
 - Chairperson initiates the meeting
 - Secretary keeps everything ready
 - Secretary reads the minutes of the last meeting
 - Chairperson discusses every point as mentioned in agenda
 - Secretary gives vote of thanks
 - Secretary write the minutes of the meeting in consultation with the Chairperson

MEETINGS

- Minutes of the Meeting
 - Heading
 - Attendance
 - Every point discussion
 - Signed by Chairperson and Secretary