

## **ASQ Section 205**

### **Guideline For Executive Meetings**

#### **Agendas - Meeting Structure - Minutes**

The intent of this guideline is to ensure effective planning and execution of the scheduled ASQ Section 205 Executive Committee meetings.

- Executive Committee meetings will be scheduled on a designated day each month as agreed to by the committee members. (i.e. First Thursday of each month). Preferably, meetings will be scheduled before the monthly dinner meetings. A convenient meeting place and time will be set. Ample time will be scheduled to cover all agenda topics.
- An Agenda will be prepared in advance of each meeting. (An optional Word document form is available which allows the Agenda for a specific month's meeting be easily turned into a record (Minutes) for the meeting.)
- The intent is to follow the content of the Agenda in order to maintain a focused and efficient meeting. It is important to cover all scheduled topics while allowing ample time of any unplanned items and discussion.
- Anyone can submit proposed agenda topics to the Chairperson for his/her approval.
- The Agenda will list the agenda topics and responsible presenter under the applicable "Continuing Business" or "New Business" categories. Additional categories may be included as necessary.
- If created by another individual, the Agenda will be reviewed and approved by the Chairperson.
- The Agenda will be distributed to the Executive Committee members at least one week in advance (whenever possible) by the Chairperson or designee.
- Agenda presenters are expected to attend the scheduled meeting and be prepared to address the assigned topic(s). As necessary, Executive Committee members present topic input by hardcopy or electronic media. If electronic media is used, it should be in Excel, PowerPoint or Word format. Electronic files should be brought to the meeting on a flash drive. The intent is to project the input on the wall for everyone to see.  
NOTE: Appropriate electronic records will be filed in the proper file folder on the section computer for subsequent use or historical reference.
- Any presenter unable to attend a meeting will notify the Chairperson in advance of the meeting. An alternative can be to submit a status of the assigned topic in advance to the Chairperson if necessary or appropriate.
- Supporting documentation will be available as needed.
- Minutes of the meeting will be recorded by the Section Secretary and distributed to the entire Executive Committee membership within one week of the meeting.