



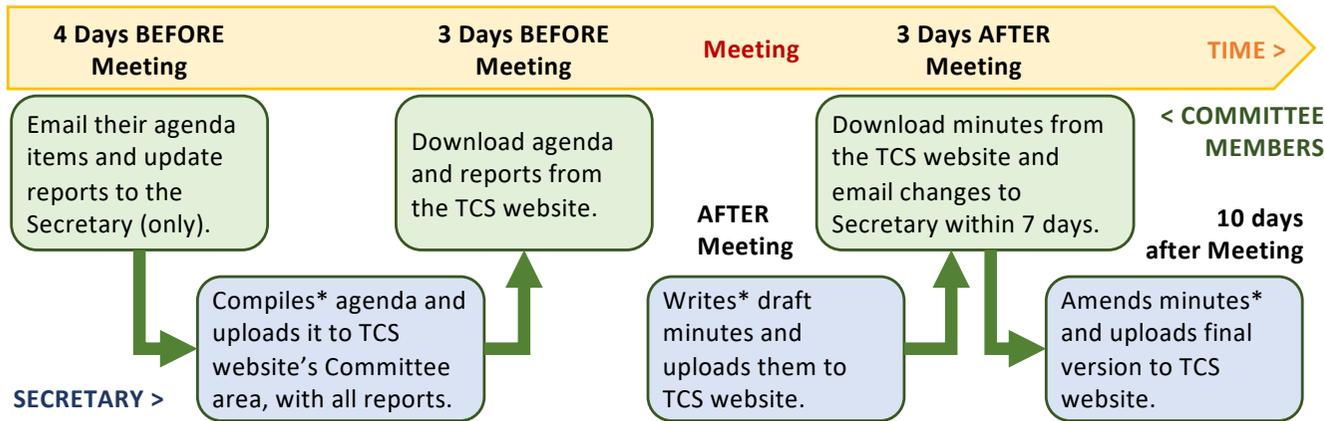
TIBBERTON COMMUNITY SHOP



Simplified Committee meeting administration - Use the TCS website as a document store and reduce emails

Reduce 5-6 round-robin emails from the Secretary to all Committee members each month, plus all their response "to all" emails, by making better use of the TCS website and diaries so no emails are needed. The process was agreed unanimously at the 28 April 2021 Committee meeting; to use for the May meeting onwards.

1. The Process



2. Benefits

- Reduce round-robin emails for all Committee members by probably 10-20 per month.
- Reduce the admin time spent on meetings by the Secretary, Chairperson and Treasurer.
- Less disruption - Committee members can plan the days they submit/download documents.

3. Concerns

- Committee members/teams are *responsible* for submitting their agenda items/ reports *in time*.
- Secretary will *not* chase/email Committee members/teams for late agenda items/reports.
- 'AOB' will not be used to 'mop-up' items not submitted in advance at Committee meetings; except for extreme emergencies.

4. Explanatory Notes

- Chairperson approves agenda and minutes with Secretary before they are uploaded.
- Zoom meeting details will be included in the agenda for each meeting.
- Secretary uploads the documents for each meeting (preferred) OR sends them to Website Team to upload.
 - (If the latter, an extra day may need to be added to the process.)
- The 'Key Events Calendar' on the website shows all deadline dates. The Secretary maintains this in a similar way to the Volunteer Rota.
- Treasurer can upload the monthly financial reports this way too, adding the narrative which has been in an email to the start of the report.
- The Secretary and Committee will amend the process as needed to overcome any technical issues.

v1 - April 2021