

## **SHINE Procedures Committee Meeting Agenda and Minutes**

### **Agenda:**

Chair draws up Draft Agenda

Chair circulates to Committee members and invites additional items to be addressed to Secretary.

Secretary consults Chair regarding proposed additional Agenda items.

2 weeks before meeting Secretary prompts Chair to finalise Agenda.

Secretary amends and circulates Agenda to Committee members (with additional papers attached) at least 1 week prior to meeting.

### **Minutes:**

Secretary sends draft Minutes to Chair.

Chair amends the Minutes as necessary under "track changes".

Secretary accepts Chair's changes.

Secretary circulates draft Minutes to the Committee.

Once approved at the next meeting, Secretary sends minutes to Website Editor to load them onto the SHINE web-site.

Secretary acts as the organisational memory and keeps full record of all minutes.

Helen Marlborough 5/2/07