MINUTES OF MEETING - ADAPTATION GUIDE

Practical controls for NGO and society minutes

How to use this guide. Use the companion editable file for drafting. Keep the final version consistent with the organisation's records and any prescribed format.

What good minutes should prove

- The meeting actually occurred and the right body met.
- Required notice/quorum was satisfied.
- Decisions are clear enough to implement.
- Conflicts/abstentions and follow-up are traceable.

Evidence file

- Notice and agenda
- Attendance/apologies
- Supporting papers
- Approved/signed minutes
- Resolution extracts and action tracker

Checks before final use

- Check the governing document for notice, quorum and voting rules.
- Do not recreate a decision that was never taken.
- Use any regulator/donor-prescribed format where required.

LendLink note. This is a free preparation resource. Official forms, current law, donor conditions and professional certification requirements take precedence.