

The background of the slide is a photograph of a group of people, likely at a community meeting. A woman in the foreground is wearing a white t-shirt with logos and is looking at a smartphone. Behind her, several other people are seated or standing, some also looking at phones. The image is overlaid with a semi-transparent blue filter.

Canada



KEY RECORDS MAINTAINED BY CIVIL SOCIETY ORGANIZATIONS (CSOs)

Presenter: Social Development Commission

Venue: Jewel Dunn's River Resort and Spa, Ocho Rios

City, Country: Ocho Rios, Jamaica

Date: November 28-December 1, 2019



PRESENTATION OUTLINE

- ❑ Current Realities
- ❑ Learning Objectives
- ❑ Records to be Maintained by CSOs
 - ❖ Membership listing
 - Types of members
 - Registration of members
 - ❖ Minutes
 - ❖ The Minutes Taking Process
 - ❖ The Agenda
 - ❖ Notes Taking Techniques
 - ❖ NBA(Notes by Agenda) Notes Taking
- ❑ Reporting
 - ❖ Types of Reports



CURRENT REALITY

- ☐ Non existence of membership listings
- ☐ Insufficient information captured in minutes
- ☐ Inadequate Records
- ☐ Inadequate Reporting to Stakeholders
- ☐ *Limited / no storage facilities*
- ☐ *Inaccessibility to records*



LEARNING OBJECTIVES

By the end of this session participants should be able to:

- Outline and explain the records to be maintained by the Secretary (with focus on Membership Listing & Minutes)
- Define reporting and outline the main types of reports compiled and shared by CBOs
- Draft membership listing
- Demonstrate knowledge of the NBA notes taking techniques by completing a draft minutes
- Endorse the importance of membership listing, minutes taking and reporting



RECORDS TO BE MAINTAINED

- 
- Membership Listing
 - Attendance Register(General & Executive)
 - Minutes Book – General
 - Minutes Book – Executive
 - Incoming Correspondence
 - Outgoing Correspondence
 - Annual Action plan
 - Community Listings (e.g. CBO, Projects)
 - Reports (e.g. DAC & PDC)
 - Others e.g. MOU

MAIN RECORDS



Areas of Focus

Membership List

Minutes Book

Reports

The background of the slide is a photograph of a tropical landscape. In the foreground, two people are standing on a grassy hillside. A man on the left is wearing a white polo shirt and grey trousers, looking down at a small object in his hands. A woman on the right is wearing a yellow and blue polo shirt and a dark skirt, looking towards the camera. The background is filled with lush green trees and vegetation. A blue semi-transparent rectangle is overlaid in the center of the image, containing the text 'MEMBERSHIP LISTING'. In the top right corner, there is a solid yellow circle representing the sun. The sky is blue with some white clouds.

MEMBERSHIP LISTING



MEMBERSHIP LISTING

Consist of a series of names or other items written or printed together in a meaningful grouping or sequence so as to constitute a record.



TYPES OF MEMBERSHIP



**Membership is
based on the
group's TOR or
Constitution**

Types of Membership

Open
Membership

Everyone can attend meetings and vote

Selective
Membership

Membership is restricted based on the focus of the organization

Paid
Membership

Members are required to pay membership dues in order to have member privileges e.g. voting

REGISTRATION OF MEMBERS



Registration Number



Date of Registration



Full Name of Member and/or

Member Organization



Home/Organization Address



Telephone Number(s)

Email-Address



MEMBERSHIP LISTING

An illustration within a white rectangular frame, set against a dark blue background. It depicts two orange hands writing on a white, spiral-bound notepad. The right hand holds a red pencil, poised to write. The notepad is placed on a teal surface. The text 'THE MINUTES' is centered over the notepad in a bold, black, sans-serif font.

THE MINUTES

THE MINUTES

Minutes are the live written records of a meeting.

www.tutorialspoints.com

- It is one of the few documents that is admissible in a Court of Law.
- It is accepted by Financial Institutions to prove authenticity
- It requires confirmation
- Minutes is one of the most important document in an organization.

Minutes Taking Process Diagram





THE AGENDA

The agenda is a list of things to do at the meeting. It is a plan that helps the meeting run smoothly and outlines issues to be discussed.

https://www.west-dunbarton.gov.uk/media/4203290/1_agenda.pdf

HOW TO DESIGN AN AGENDA

Agendas are designed based on the type of meeting to be held

1. Determine the objectives/outcomes of the meeting
2. Consider the content needed to achieve goals/objectives
 - *Formal protocols such as call to order is a given*
3. Consider the processes/ activities that will be used to achieve decisions towards achieving objectives.

HOW TO DESIGN AN AGENDA

4. Consider the appropriate personnel to implement process steps
5. Assign time to contents according to processes.
6. Record and share for feedback





HANDOUT# 2

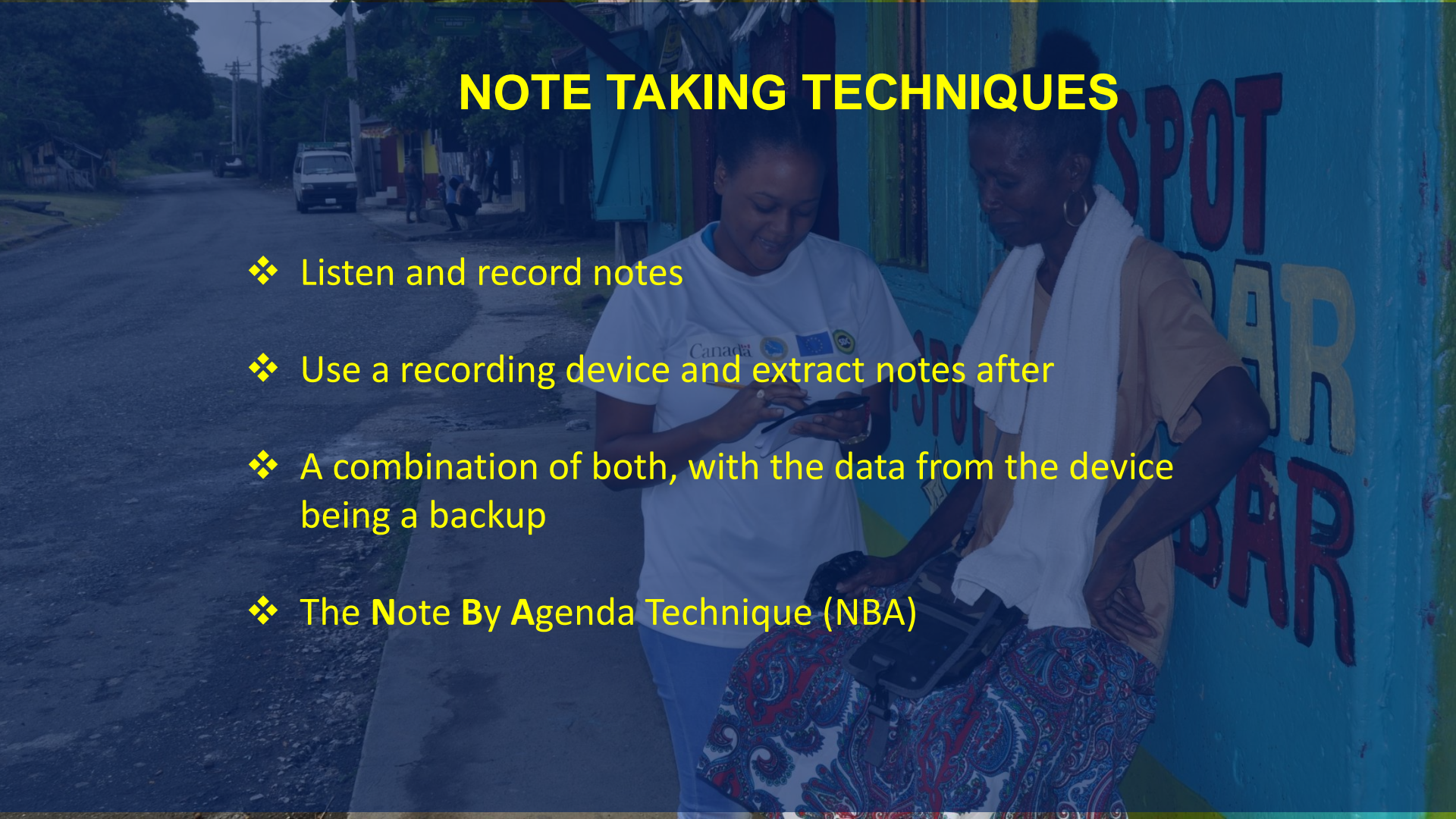
THE AGENDA

NOTE TAKING TECHNIQUES



NOTE TAKING TECHNIQUES

- ❖ Listen and record notes
- ❖ Use a recording device and extract notes after
- ❖ A combination of both, with the data from the device being a backup
- ❖ The **Note By Agenda Technique (NBA)**



NOTE TAKING (NBA TECHNIQUE)

- The NBA technique is a system where the notes of the meeting is tied to agenda items.
- It is usually done in a matrix form that ask for the specifics decisions made for each item.
- Notes are then transferred to sentence format and a minutes is created



HANDOUT# 3

NBA MATRIX

GROUP ACTIVITY #2





HANDOUT# 4

SAMPLE MINUTES





REPORTING

An account or statement describing in detail an event, situation, or the like, usually as the result of observation, inquiry, etc.

<https://www.dictionary>

TYPES OF REPORTS



Projects



General Reporting



Reports for Annual General Meeting



Participatory Governance

Framework Reports (CDC, DAC, PDC)

The End