



The Somali Family Care Network Capacity Building

Minutes

Because the board has legal responsibilities and liabilities, a formal record of its decisions is important. In some cases, a decision can be recorded in the minutes as a consensus, without a mover, seconder and vote. However, in other cases, especially where there are financial and legal issues, a formal motion may be better. In all cases, the decision must be clearly stated in the minutes and the wording approved by the board.

Some boards include both discussion and decisions in the minutes. This is helpful for board members who have missed meetings or for the convenience of future boards who may wish to understand the reasoning behind decisions. However, this can also become onerous and is not always the best way to convey information.

In order to provide an accurate and useful record of the meeting the minutes need to:

- 1) Record the decisions of the meeting indicating the decision process (by consensus or by formal vote on a motion which is moved/seconded/carried, etc.);
- 2) Record follow-up actions and who is responsible for each; create a summary highlighting the discussions and the decisions made during the meeting.

Boards assign responsibility for taking minutes in various ways. Options include:

- 1) Staff person (e.g. administrative assistant) prepares draft minutes which are checked by the board Secretary;
- 2) Board has a Recording Secretary;
- 3) Responsibility rotates among board members.

Source - <http://www.boarddevelopment.org>