

**Governance New Zealand Incorporated**  
**Wellington Branch**

## **Meetings, Minutes and Resolutions**

**Wednesday 17 October 9am - 12 noon**

### **Overview**

A well-run meeting saves time and money, increases motivation and productivity, and helps an organisation reconnect with its strategic intent.

Join us at this half day workshop that offers practical guidance on the core functions of meetings, minute-taking and recording resolutions.

Governance New Zealand's expert guidance on meeting procedures and other sources of information will be used during the course.

This workshop is ideal for anyone involved in preparing meetings or recording procedures for any form of meeting e.g. board meeting, AGM's, special meetings, shareholder meetings.

### **Just some of the topics covered include:**

- Organising the meeting – pre and post
- Creating a board work programme and why it's important
- How to ensure the Agenda flows and is relevant
- Taking Good Minutes – what to record and when
- Actions Points – including a detailed template
- Board inductions – key documents
- Documenting Risk – including a detailed template

### **Presenter**

#### **Linda Noble**



#### **Chief Executive, Governance New Zealand and Women on Boards**

As an experienced management professional, Linda has worked extensively in complex organisational and governance structures in both the corporate and not-for-profit sectors.

As Chief Executive of Governance New Zealand and Women on Boards, Linda is responsible for the delivery of strategic objectives that enhance the reach and reputation of these organisations locally and globally. Linda is passionate about promoting the careers of governance professionals, encouraging diversity at executive and board level, and providing support services to a community of like-minded professionals.

Linda believes in maintaining a positive attitude in life and her values are honesty, integrity, and commitment.

**Members and non-members welcome.**

### **Event details**

<b>Date</b>	<b>Wednesday 17 October</b>
<b>Time</b>	8.30am Registrations, tea and coffee 9.00am Workshop commences 12 noon Close
<b>Venue</b>	Sofitel Wellington 11 Bolton St Wellington
<b>Cost</b>	Members \$299 (incl GST) Non-members \$349 (incl GST)

### **To register**

- [Register online](#)
- Email: [info@governancenz.org](mailto:info@governancenz.org) with credit card details
- Direct credit: BNZ Auckland 02 0100 0043243 00 (quote MinutesMeetingsWell)

We look forward to your attendance at this event.

Governance New Zealand confirms this event qualifies for 1 CPD structured credits based on 1 credit per hour of attendance.

### **Contact**

#### **Nicola Scott**

Administration & Events Coordinator

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