



Brisbane and District Ladies Golf Association

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Meeting Management Procedure

Statement

The Brisbane and District Ladies Golf Association (BDLGA) is a non-profit organisation dedicated to fostering, encouraging, and promoting golf for women and junior girls throughout the clubs in the district. A Management Committee (also referred to as 'the committee') is elected at each Annual General Meeting of the Association, and this committee is responsible for the administration and management of the Association's affairs, property and funds.

Purpose

The purpose of this procedure is to outline a **streamlined approach to BDLGA meeting management** in accordance with standardised agenda items (which may be subject to change from time to time) to ensure efficient meeting time management and good governance practice.

Scope

This procedure applies to ALL meetings convened by the BDLGA, noting the procedure explicitly refers to the meeting management of the committee meetings using a standardised agenda that may be modified as necessary to inform the flow of other BDLGA meetings (such as Delegate Meetings, Special Meetings, Extraordinary Management Committee Meetings, etc).

Requirements

BDLGA meetings are chaired by the President however in the absence of the President, committee members present may choose one of their number to preside as the Chair at the meeting if an alternative Chair has not been organised in advance. All committee members have equal voices at meetings of 'the committee'.

Whilst no explicit time allowances are associated with any BDLGA meetings, 'the committee' is constitutionally obliged to meet at least once every 3 months to exercise its functions (5.6.2); hold an Annual General Meeting within 6 months after the end date of the Association's reportable financial year (6.1.1); convene General (Delegate) Meetings noting no set number annually is prescribed (6.3); and/or conduct Special General Meetings as necessary (6.7).

To ensure meeting agendas are not oversubscribed, the following standardised agenda items specific to meetings of 'the committee' but modifiable for other BDLGA meetings are recommended inclusive of rationale/s and anticipated timeframes:

Agenda Item #	Description	Rationale	Anticipated Timeframe to cover
1	Welcome & Apologies	Recorded in advance of meeting via sign-in sheet.	Max. 30 seconds

Agenda Item #	Description	Rationale	Anticipated Timeframe to cover
2	Confirmation of previous minutes	Key requirement of good governance; usually approved by consensus unless issue/s raised.	Max. 30 seconds
3	Business Arising	Key requirement of good governance to ensure assigned actions are fully addressed.	May be time consuming unless managed efficiently by Chair
4	Flying Minutes	Listed in Correspondence Records provided in advance of meeting.	Max. 30 seconds
5	Inward/Outward Correspondence	Listed in Correspondence Records provided in advance of meeting.	Max. 1 minute unless questions about specific correspondence raised AND/OR Secretary highlights important correspondence for flagging in minutes
6	Sponsorship	Important income stream for member's benefit, confirmation of revenue collection and relationship management.	Max. 5 minutes
7	Business Arising from Management Committee Reports	Important agenda item for committee members preparing reports to request management committee consideration of proposals raised in their report.	May be time consuming unless managed efficiently by Chair
8	Annual Work Plan	Opportunity to review and/or update to track progress toward Strategic Plan achievement.	Max. 10 minutes
9	General Business with option to accept items from the floor	- Key requirement of good governance to ensure committee members address obligations in a timely manner. - Key requirement of democratic governance for last minute business (if time allows).	May be time consuming unless managed efficiently by Chair
10	Next Meeting	Documented on agenda therefore could be taken as read.	Max. 30 seconds

TABLE NOTE: Discussion associated with 'the committee' Agenda Items **3**, **7** and **9** may be time consuming and if so, the committee member leading the discussion should provide fellow committee members with suitable pre-reading to assist the timely addressing of the topic, and the Chair should take responsibility for monitoring and determining the time spent on each topic.

Reference

BDLGA Constitution (December 2025)

Version control:

Version	Date	Comment
1.0	20 July 2026	First iteration.

Review date: 30 June 2028