

RCN branches – meetings guidance

This guidance provides an overview of the types of meeting held by branches together with hints and tips for them to run smoothly. The appendix includes templates for you to use.

There are three types of meetings held by branches. Meetings can be held in person, virtually or a combination of both (hybrid).

1. Full branch meetings – where all the members of a branch are invited. These meetings are to share information and discuss issues affecting the branch members in particular and the RCN in general. It is suggested they are held once or twice a year. Evidence suggests that you get a better attendance if you combine a meeting with a development event or workshop.

If decisions are to be taken at a full branch meeting, then at least ten members must be present either in person or virtually. Administration support for meetings may be provided by the country or regional office. Agenda items might include:

Branch finance update- to note and discuss the most recent branch management accounts which will have been supplied by the country or regional office.

Board updates and consultation requests – to respond to any consultation requests from the Board. You may want to invite a

Appendix A - Templates

[Insert name of branch]
Full Branch meeting
Agenda
Date:
Time:
Venue:

No.	Item	Lead Person
1.	Welcome and introductions	[Insert name of Chair]
2.	To agree the notes of the previous meeting and update on any actions or matter arising.	[Insert name of Chair]
3.	Branch finance update	
5.	Update from your Board	
6	Local issues	
7	Reports from stewards, safety	

Appendix B

Appendix C

[Insert name of branch]
Branch committee meeting
Agenda
Date:
Time:
Venue:

No.	Item	Lead Person
1.	Welcome and introductions	
2.	To agree the notes of the previous meeting and update on any actions or matter arising.	
3.	Planning for the next full branch meeting/AGM	
4.	Discussing requests for election nominations	
5.	Planning member recruitment events	
6.	Reviewing the latest branch management accounts as supplied by the country/regional office	
7.	Plans for Congress and the AGM	
8.	Close of meeting	

Appendix D



[Insert name of branch]
[insert name of meeting]
Attendance Sheet
Date:
Time:
Venue:

Name	Signature

Appendix E



[Insert name of branch]
Notes and actions of the [insert name of meeting] held on [insert date]

No.	Notes	Actions