**Standard Operating Procedure - Council Meetings of the SLMDA**

1. **Introduction**

This document outlines the procedure for operation of the council following the AGM, first Council meeting after the AGM with some appointments to the council and subsequent meetings.

1. **General Information**

The Council should aim to hold the first council meeting within 4 weeks of the AGM. It is standard practice to have four meetings (including the AGM) within the year. For the meeting to be quorate there should be a minimum of 5 members. Meetings are held in rotation ideally in different locations to facilitate travel. Each member should aim to attend a minimum of two meetings each year either in person or through electronic media.

1. **During the period following the AGM and the 1st Council Meeting**

* The outgoing secretary shall revise the email list of the appointed committee members to include the immediate past president and advisory committee members
* The Executive Council shall decide on a date for the first committee meeting if not done already and inform the new committee
* The Executive Council shall decide who should be nominated as co-opted members. If the individuals approached agree to serve in the committee, the secretary shall send formal invitations for the initial committee meeting
* The SLMDA letterhead, Membership application form, gift aid form and the student membership form should be revised to reflect the changes
* The outgoing Treasurer shall bring all the necessary forms to change signatories to the AGM and handover to the new Treasurer. There should be a minimum of two signatories agreed for the current year.

1. **1st Council Meeting**

**The following items will be covered at the meeting**

1. A register of attendance will be signed.
2. Acknowledgement of apologies.
3. **Welcome** and induction of new council members

The induction will include how the council conducts its business, how many meetings held and how many meetings are expected to attend, Quorum to conduct meetings, brief info about fundraising activities and inform of website/ Facebook etc

1. **Welcome** the advisory committee, if appointed for the first time.
2. **Appointing** co-opted members.

Members who will be co-opted for the current year will be invited to attend the first committee e meeting and their roles will be specified. Job D?

1. Reading the SLMDA **constitution**
2. Adoption of minutes from the last council meeting
3. Matters arising
4. President Report of the AGM- to include organising committee feedback, CPD feedback
5. Treasurer’s report including accounts from the AGM
6. Update on bursary and grants
7. Update on projects- books donation
8. Membership update, matters
9. Newsletter
10. Webmaster’s update
11. Events update
12. Tasks that need to be done and allocation

Ensure contact details etc are collated and circulated

Change the names in the letterheads

Change the names in the Membership form

Changes to names in the website/ Facebook page etc

1. President to write to Universities using a standard letter template inviting the bursaries or details of Welfare fund depending on which of these are chosen.
2. AOB
3. Setting future dates for the events and council meetings.
4. Complete the charity

https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/352886/tar.pdf

1. Thanking the hostess according to long standing SLMDA tradition.
2. **Subsequent Council Meetings**

The following will be standing items in the agenda

1. A register of attendance will be signed.
2. Welcome and Apologies
3. Adoption of minutes from the last council meeting
4. Matters arising
5. Treasurer’s report to include a accounts from any events held
6. Update on bursaries and grants
7. Update on other projects- books donation
8. Membership update, matters
9. Newsletter
10. Webmaster’s update
11. Events update
12. AOB
13. Review future dates for the events and council meetings.
14. Thanking the hostess according to long standing SLMDA tradition.