INCREDIBLE EDIBLE NETWORK

HOLDING YOUR FIRST FORMAL MEETING

Checklist

This checklist gives you all the things you need to do to hold for your first formal meeting.

Action	Who?
1. Agree who will take the minutes (written notes of what was discussed / agreed) of the meeting as these will be needed by the bank in order to open an account.	
2. Run through the proposed rules/governing document and agree a final version.	
3. As the governing document is agreed, for those attending who want to be members, they can complete the membership form.	
4. Members vote for who will become the Chair, Secretary and Treasurer.	
5. Agree which bank to approach to open an account with.	
6. Agree who will be signatories to the bank account i.e. who will sign the cheques. This will normally be the Treasurer and one other committee member.	
7. Agree the date for the next meeting, ensuring it adheres to the frequency of meetings stated in the governing document.	