

OAWMCRANATVDE

There may well be occasions when you are asked, sometimes suddenly, to chair a meeting, and may be met with the situation where there is no agenda prepared.

It has happened to me and OAMCRANATVDE has got me out of trouble.

It is simply the procedure that if followed, will cover all the things that need to be covered in a meeting.

O Opening. “I open this meeting of XYZ” - the organisation

A Apologies. “Are there any apologies?”

W Welcome. *The reason this should come after apologies is that you are welcoming those people who are in front of you. Those who have been good enough to attend.*

M Minutes. (To the Secretary) “Would you please read the minutes of the previous meeting.”
Then “Is there any business arising from the minutes” and deal with that.

C Correspondence. The meeting is entitled to know what correspondence has come in and gone out since the last meeting.

R Reports Many organizations will have sub-committees who have to report, or members of the committee may have reports from work they have done since the last meeting.

A Accounts This is a special report, and often the most important one. The Treasurers Report.

N Notices of Motion. Are there any motions of which notice has been given (many organisations have rules/ by laws etc that require that some important matters have to be given notice of to the members before the meeting. It is always a good idea to check that the form and time of the required notice has in fact been given before dealing with the notice of motion.

A Any other business Or more commonly called “General Business”. Matters of which notice does not have to have been circulated to the members.

T **Thanks.** This is the time when you thank the members for their attendance and contribution to the meeting.

V. **Venue.** Where is the next meeting to be held? Tell them.

D **Date** When is the next meeting? Tell them.

E **End** Close the meeting. “I close this meeting of the XYZ.”

If you follow this format you will be assured of covering what is required at the meeting.

There is no need to be able to spell OAMCRANATVDE. Just pronounce it several times and it will roll off the tongue and you will never forget it.

Brian Doyle.
14/11/2012