

Time table of work

Guide to the deadlines in preparing for, and following up, a committee meeting

5 weeks prior	4 weeks prior	2 weeks prior	8 days prior	3 days prior	0-1 day prior	Meeting	Within 1 week	Within 2 weeks	Within 4 weeks
Check annual schedule of business to ensure that work is being dealt with at the appropriate point in the cycle	<p>Seek items from the Chair, regular contributors and other areas that feed into the committee</p> <p>Check actions from previous meetings that are still outstanding and chase again if required</p>	Deadline for receipt of papers by Committee Secretary	Circulate papers via QuickMinutes	Circulate papers marked "to follow" on agenda (Items to follow allowed only in exceptional circumstances)	Update the Chair on developments since the distribution of the agenda and papers and provide the Chair with briefing notes	Day of Meeting	Email draft minutes to the Chair for approval	<ul style="list-style-type: none"> - Chair approves the draft minutes* - Email unconfirmed minutes to committee members - Send extract of minutes to relevant people for information and action - Initiate any actions required on behalf of the committee e.g., provision of approved minutes and reports to the parent committee or Academic Board as appropriate <p><i>*minutes to be formally confirmed at the next meeting</i></p>	Follow up on any outstanding actions on behalf of the after the meeting committee
BEFORE MEETING						Meeting	AFTER MEETING		