



Staff Training and Development Unit Training For Secretaries to Boards, Committees, and Panels in the University of Lagos

Tuesday 25TH June, 2024



Overview of Minutes and Report Writing for Secretaries to Boards, Committees, and Panels

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Protocol



Why this topic?



Preamble



This presentation is based on the following assumptions:

- ✓ We are all members of staff of the university of Lagos where our schedule of duty include servicing Committees and Boards
- ✓ We all have a basic understanding of what it entails to service committees in the University system at different levels.
- ✓ we are all aware of the importance of our roles as secretaries to various organs in the system and it's implication on how we discharge our duties.
- ✓ We want to further enhance our personal effectiveness in the discharge of our duties by attending this programme
- ✓ We do not want to be left behind in actualizing the Future Ready vision of the Vice-chancellor.

Committees and Boards



Committees come in different types. When committees/boards are set up, the composition and the terms of reference are also clearly stated. The Terms of Reference defines the orientation of its activities either as:

1. Statutory
2. Standing
3. Ad-Hoc



Statutory Committees



These are saddled with the task of dealing with issues as stipulated by the statute; these committees are permanent in nature. Their task is to assist the university in planning for and overseeing the execution and development projects in the university e.g. Development Committee, Faculty Board

Development Committee (Unilag)

The committee has the Vice Chancellor as its chairman and principal officers as members. Membership includes the Provost (where there are colleges) and all the Deans of faculties, the Director of works/Chief Engineer. The Secretary is the Director of Academic Planning.

Functions

- To advise Senate and through the Senate, the Council on detailed plans for future capital development of the University.



Committees of Senate



Academic Planning Committee

Functions

- Regular review of the Academic organisation and structure of the university
- Making recommendations to Senate on necessary changes for efficient & economic utilization of resources
- Curricula development
- Assessment of new programmes

Standing Committees



Other non-statutory committees are set up to guide the management of the university in the efficient and effective discharge of the relevant activities. Membership is largely representative of various interest groups in relevant units, example is the Provost and Deans:

- Ceremonies Committee
- Medical/Health Centre Manage
- Honours Committee
- Sports Council
- Board of Survey
- Distance Learning Inst. Manage
- University Security Committee



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Committee of Provost & Deans

The Vice-Chancellor is the Chairman, other members are the Deputy Vice Chancellors, Provost, all Deans. The Head, Academic division is the secretary.

Functions

To advise senate on;

- Admission
- Examination regulations
- Conduct of examination
- Academic calendar

It however has no statutory function and is mainly advisory.



Ad-hoc committees



These are committees set up by the Senate to help in the achievement of its goals and objectives as provided for in the enabling law. They may be investigative or fact finding committee or implementation committee to provide guidance on matters of concern.

They are usually chaired by professionals whose expertise will have a major role to play. Such committees include investigative committees usually set up to determine facts in misconduct cases. The Administrative committee assist management in the day to day activity on some specialized areas and they are involved in policy formulation and implementation. Such include vetting committee, master plan committee.

Ad hoc committee



Types of Meeting



The types of meetings range from;

- University Appointments and Promotions Board meeting,
- Senate meeting,
- Investigative
- panel meeting, or fact finding meeting to
- An informal meeting of a group of employees within a faculty in a university or

In the large setting of all academic staff i.e

- Academic Assembly,
- University Congregation,
- meeting of Convocation or an
- Interview Panel meeting etc.

Types of Minutes



1. Minutes of Resolution: A short minutes containing only decisions arrived at the meeting.
2. Minutes of Narration: A detailed account of what transpired at the meeting.
3. Abridge Version: Herein elements of 1 and 2 above are mixed to give a fair account of the proceedings at the meeting.



Examples of Ad-hoc committees are:

- ✓ **Consultative/ Administrative:** To deliberate on a given matter, laying out options and making recommendations.
- ✓ **Fact finding/Investigative:** To establish facts relating to specific issues using investigative procedures.
- ✓ **Disciplinary :** To examine issues and determine whether, there have been infractions and recommend sanctions in accordance with the regulations.
- ✓ **Planning:** To plan for events or strategize for institutional development.
- ✓ **Implementation:** To implement an approved programme of action

The Role of the Secretary in Ensuring Effective Servicing Of Committees



A. Work closely with the Chairman to set the agenda based on the terms of reference and distribute to members in advance with adequate information to guide decision making (take note of all legal stipulations as to number of days)

B. Once the committee has started meeting ensure that :

- Minutes;

- Matters arising;

- Reports from committees;

- New business;

- Any other businesses are all properly reflected in the agenda.

Steps in Minutes Taking and Report Writing



1. Determine the type of minutes suitable for the meeting
2. Take notes as the meeting progresses in an orderly form
3. If need be, restate the decision taken to members at the meeting
4. Note the time of commencement, duration and time of adjournment.

Minute Writing



5. At the end of the meeting, same day, transcribe or type your minutes or report.
6. Note that report writing leads itself to the Resolution type of minutes
7. Prepare the draft Minutes/Report and go through it, before passing it to the Chairman for his vetting.
8. After vetting, note all corrections and reproduce again.
9. Minutes should be signed by the Secretary and Chairman

Contd.



10. Report must be signed by all members present at the meeting. If a member declines to sign, do not pressurize
11. Members, who decline to sign, have the right to write a minority report or not to write.
12. Inform the Chairman about all actions you have taken.
13. If the meeting has directed some level of action to be done by the Secretary, please take action.

Report Writing



- The body of the report contains all the important information that needs to be shared

Additional details and findings of the exercise that can be included are;

- Recommendations for future actions based on the findings presented
- Conclusion summarizing the key points discussed in the report
- Appendices with supplementary information such as charts, graphs, and tables

The Executive summary provides a condensed version of the report for quick reference

Preparing for the Meeting



In the case of an emergency meeting, there is usually only one item and that is the business of the day, the legal provision or regulation guiding emergency meetings or special meetings must be followed in order not to render the deliberations null and void.

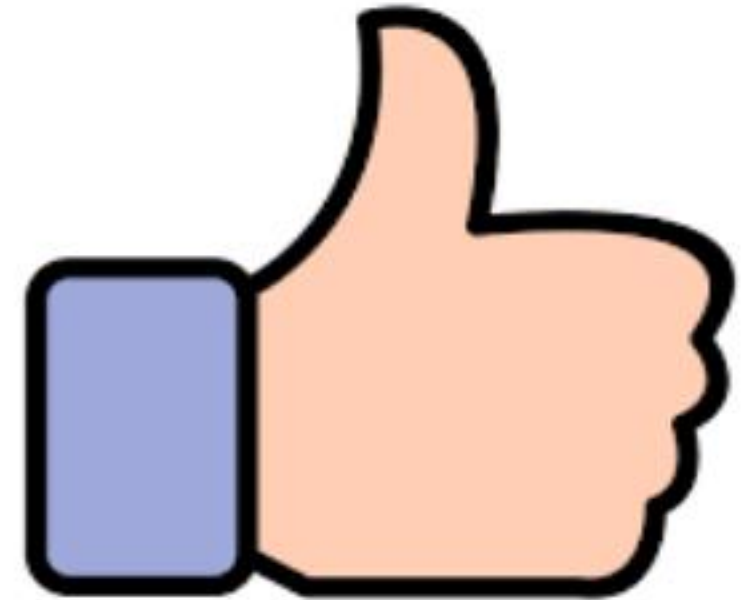
- C. All meeting documents must have identification for orderliness and referencing
- D. Secretariat should always ensure that meeting venue is secured and made comfortable ahead of meetings. If refreshments are to be provided, members must be treated equally.

Pay attention to the following and ensure accurate recording is verified on the following;



Motion

- Counter motion
- Resolution
- Voting
- Avoid stalemates by working out a consensus of options
- Ensure minutes are written and circulated when still fresh to avoid arguments.
- Take action on all deliberations, tasks and decisions.



Tasks/Exercises



Dealing with Challenges that comes with holding meetings



- Venue → Plan in advance and secure conducive place.
- Material shortage → Pre-circulate especially soft copies make provision for tablets, laptops and one set of hard copy for archival documents.
- Refreshment → Make arrangements to suit duration of meeting.
- Postponement → Ensure everyone is informed in good time and give reasons, give due apology
- Meeting outcome → Plan ahead and work closely with the chairman to ensure a productive meeting. Provide adequate supporting documents to guide decisions

Minutes



Avoid using emotive words, e.g. - Senate reject, use senate did not approve

Dr. Ipaye said - avoid name mentioning in order not to inhibit contribution

The secretary must be an effective Linesman to the Chairman who is the referee, by providing useful information and drawing attention to rules and regulations while ensuring adequate minutes taking.

Note

Identify trouble makers and error spotters and let them vet draft minutes.



Conclusion



The task of administering the university system is based on the committee system which is highly democratized. This ensures that meaningful and robust contributions can be made by all stakeholders to the growth and development of the institution. No significant formal decision or action can be taken without being subjected to review and discussions by a committee.



Concluding comments



Be inspired, be an achiever, a pace -setter and not just a spectator in the system.
Develop a thirst for knowledge and a desire to do things better.



THANK YOU

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