

4996 Techniques of Organising Institutions

(LSP - Grand Hotel - Feb. 17th)

Refer to previous session

MRM - the what of active citizenship

This session - the how - the nuts & bolts

Motivation for organisation

"Felt need "

e.g. Bank Depositors Association

Telephone Subscribers Association

A political party

Not "Oh what's the use" attitude

Doing something about it

Risk of failure - "Better to have loved & lost..."

First rule - Need for clear cut objective

Organisations with

vague objectives

wrong motivations - rivalry

Therefore ^{ensuring}

clarity of purpose

manpower ~~xxxxxx~~ resources

financial resources

Getting down to brass tacks

xx

Basic rules - constitution

how to go about it

clear cut division of responsibility

Right man for the right job

Getting on with the job

Two sides to an organisation

Internal & External

Internal -x

The sinews of the organisation

~~key~~ key figure - Secretary

man who gets the job done

theneed for adequate authority

Getting on with the job within broad
framework

e.g. day to day matters

handling correspondence

dealing with people

helping to collect funds (Treasurer ?)

promoting organisation at every
opportunity

calls meetings

steers them

keeps minutes

implements them

Each of them important
Handling them ~~important~~ properly

How to call a meeting

fixing date (inconsultation)

accessibility of venue

Issuing notice:

This will contain

a. date, time and place

b. clear cut agenda

c. enclosing papers which need advance study

At the meeting

Who presides ?

Difference between a President & a Chairman

If Chairman, Secretary's role

Organising the agenda

Tivial but essential matters first

Unifying matters next

Divisive matters last

Setting time limits

Starting on time

- at least once quorum reached

- about adjourned meetings needing no quorum

1st item + confirming minutes

exception - condolence

The question of resolutions - no springing

The ~~xxxxx~~ problem of differences & dissent

Externally

Promoting the image of the organisation
coordinating with similar organisations
alert to developments in the field of
interest.

Finally:

The collection of funds

basically : subscriptions & donations