

Organising meetings

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Meetings need not be boring! This section can help you to organise meetings that involve your members, generate new ideas and give everyone a chance to contribute to the running of your group.

If you are organising a public meeting or conference, you may also find the information in our [Planning and organising events](#) section useful.

Click on the Equipment tab at the top of this page to see our range of low-cost equipment for hire, to help make your meetings accessible and interesting. The Links tab has details of other organisations with useful information, such as venues for hire in Brighton and Hove.

- [AGM Checklist](#)

Organising your Annual General Meeting

- [Chairing a meeting](#)

This information sheet looks at what chairing a meeting involves, and how to do it. There are some useful tips and advice to help improve and develop your chairing skills.

- [Health and Safety](#)

This is an introduction to health and safety for community groups run by volunteers, that don't have any employees or control any premises. It includes tips and ideas for keeping people well and safe at your events and activities, information on how and why to write a health and safety policy, and some sample policies.

- [Organising a public meeting](#)

Holding a public meeting can be a really good way of building a campaign or getting more people involved in your group. Here are a few ideas to help you organise a meeting that is interesting, accessible and run smoothly.

- [Running a crèche](#)

Information for community groups about providing childcare at a one-off community event.

- [Secretary's Role](#)

This information sheet gives a quick overview of the main roles of officers, and a more detailed explanation of the role of the secretary.

- [**Taking Minutes**](#)

Quick and easy guide to taking minutes

- [**The Agenda**](#)

Quick and easy guide to preparing an agenda