

QUARTERDECK MEETINGS

Most of the actual planning and business of a Ship takes place at the monthly Quarterdeck Meetings of the Ship elected officers. This meeting is chaired by the Ship Boatswain. The administrative and program Boatswain's Mates, Yeoman, Purser, Storekeeper, Crew Leaders and Skipper and Mates attend. Chairpersons of upcoming activities should also attend.

The agenda for each Quarterdeck meeting should include:

- *A review of final plans for the next month's meetings and activities.
- *Decisions on any business items related to membership, finance, and ship operations.
- *Reports from the various activity chairpersons on activity plans for coming months.
- *The reading of the minutes.
- *The financial report.
- *Recruitment reports.
- *A review of the Ship calendar and coordination of future program plans.
- *The Skipper's comments on Ship progress and Ship committee actions.

BEFORE THE QUARTERDECK MEETING

Each officer should come to the meeting prepared to report and participate. They should review the last month's meeting to be sure they have followed up on assignments. Officers should help the meeting flow efficiently and cover their part of the agenda with a brief and complete report.

AT THE QUARTERDECK MEETING

Be On Time. Good meetings start on time, so officers should plan to arrive early. Those unable to be on time should call the Boatswain or Skipper and indicate why they are delayed and when they plan to arrive.

Participate With Enthusiasm. Informality and good humor provide the best atmosphere for a quarterdeck meeting. Officers must help get the job done and take an active part in the meeting. Their views should be known and no one should dominate the discussion. If there is disagreement, a vote should be taken by ballot to avoid conflicts.

Use Your Binder Or Handbook. This binder or handbook is designed to help Ship officers do an effective job. The various forms can be reproduced as needed and officers should bring the handbook to all meetings and utilize its references and planning information.

AFTER THE QUARTERDECK MEETING

Officers should follow through immediately after the meeting on all assignments. The Boatswain should follow up to be sure all tasks are understood and executed. The Skipper follows up with Mates and the Ship Committee. What happens after the meeting is as important as the meeting.

PREPARING THE AGENDA

The Boatswain presides at Quarterdeck meetings, working from an agenda prepared in advance with the Skipper. Unfinished business from the last meeting, and items suggested by the Skipper, officers, or Ship members may be included. Essential reports, old and new business, follow up on assignments, and progress reports from each officer are also included. A least 2 days before the Quarterdeck Meeting, the Boatswain should see or call each person listed on the agenda. If activity chairpersons or other program people are expected to attend, the Boatswain's Mate for Program should follow up.

QUARTERDECK MEETING WORK SHEET

MONTH

Location _____ Date _____ Time _____

Call to order; introduction of guests, etc.

Presiding

Minutes of last Quarterdeck Meeting: _____

Reports:

Boatswain's Mate/Admin

Boatswain's Mate/Program

Activity Chairperson

Purser

Crew Leaders

Storekeeper

Yeoman

Other

Old Business: _____

New Business: _____

“Action” Assignments (Report at next Quarterdeck Meeting): _____

Skipper's comments: _____

Next Meeting: _____