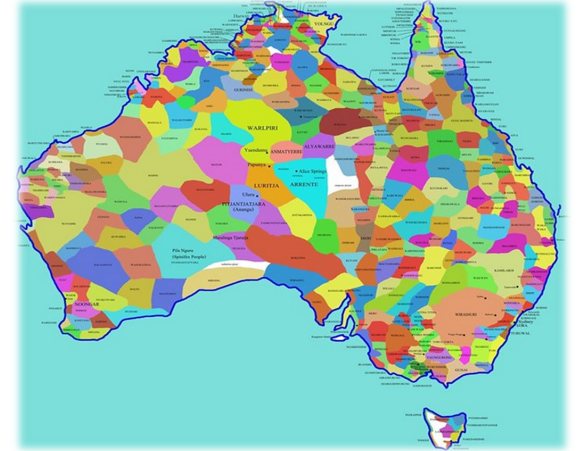




Good Governance: Manage Meetings

Welcome & Introductions

- Chatham House Rule:
 - *When a meeting, or part thereof, is held under the Chatham House Rule, participants are free to use the information received, but neither the identity nor the affiliation of the speaker(s), nor that of any other participant, may be revealed.*
 - *What happens in the room stays in the room*



Meetings...

Positive experiences of meetings:

- What about the meeting made it positive/ productive?

Negative experiences of meetings:

- What about the meeting made it negative/ frustrating?

Preparing for meetings – first things first...

- Justify the need for the meeting
 - What are the outcomes we are looking for? (Don't meet out of habit)
 - Constitutionally how often do we meet?

Preparing for meetings – first things first...

- What information needs to be received prior to the meeting
 - Agenda and previous meeting minutes
 - CEO/ coordinator report
 - Meeting reports – could include project updates, operational, risk, legal, strategy reports
 - Financials
 - Anything that avoids a download of information at the meeting (possible key pieces of inward correspondence)

Preparing for meetings – first things first...

- Identifying who needs to be there:
 - Based on purpose of meeting:
 - Executive meeting?
 - General meeting?
 - Annual General Meeting?
 - How much notice do you need to give people? (Constitution will tell you)
 - Based on decisions to be made at the meeting:
 - Information sharing only? Decisions to be made? Stakeholder meeting?
 - Non-members invited to part or all of the meeting?

Preparing for meetings – first things first...

- How do we notify people?
 - E-newsletter
 - Online calendar invitation
 - Facebook group or event
 - Eventbrite or similar online ticketing system
 - Newspaper, radio,

Preparing for meetings – first things first...

- Hosting meetings:
 - Face to face
 - Teleconferencing
 - Skype
 - Zoom
 - A mixture of?

Preparing for meetings – first things first...

- Your responsibilities before the meeting:
 - Read the information sent to you!
 - Legally (s180 Corporations Act) – care and diligence legal obligation

Preparing for meetings - Agenda

- The agenda is the engine of the meeting – it is the list of things that will be discussed during the meeting.
- No agenda = no focus = no progress
- Any conversation has an architecture: focusing question, background, ideas and decision

Agendas – Developing & Distributing

- Chair, secretary and/or CEO/ Manager are responsible for what is on the agenda, and circulating it
 - Times allocated to different agenda items
 - Priority of discussion items – most important first
 - Develop a template and stick to it – people like consistency
- You will have received this prior to the meeting:
 - Email
 - Dropbox folder

Conducting meetings - reflections



Things to think about:

- Physical arrangement of the room, tables and chairs
- Agenda, Agenda, Agenda
- Engagement
- Time – respect the energy people are investing
- Follow up, follow up, follow up

Conducting meetings

- Start and finish on time
- Allocate time for strategy discussions at every board meeting
- At any time the board can review how they are functioning together, in fact it is something that should be happening at least once a year!
 - What's working at our meetings
 - What isn't?
 - What could we do differently?

Conducting meetings

- Ethical and legal requirements:
 - Constitution of the organisation
 - Code of conduct
 - Policies and procedures

Conducting meetings – formal & informal roles

President/ Chair	Vic President/ Chair	Secretary
Treasurer	Minute taker	Time keeper
Sub-committee lead	Project coordinator (paid)	Activity coordinator (unpaid)
Social media volunteer		

Conducting meetings – formal & informal roles

The late lobber	The unconstructive, argumentative	The options lover
The worry wart	The acceptor	The devil's advocate
The copycat	The pioneer	The uninformed and lazy
The risk averse	The deliberator	The she'll be right
the pedantic one	The impatient one	The constant voice

Conducting meetings –

- Decision making – how we make decisions
 - Consensus
 - Compromise
 - Avoid group think
- Intuition, trust your gut –
 - This doesn't feel right,
 - what's wrong with this picture,
 - why am I uneasy about this,
 - if I don't ask this question will I regret it?

Purpose of Minutes

- What's in the minutes is considered by the law and the courts to be that which occurred at the meeting – the time to make sure that they are correct is when they are circulated prior to a meeting.
- It is an offence to knowingly let inaccuracies stand in the minutes.
- Responsibility of the Secretary to ensure accurate minutes – even if there is a minute taker role around the board table.

Purpose of Minutes

- Meeting minutes are more effective when focused on action.
- Meeting minutes are basically lists, not narratives.
 - They are key document if something goes wrong!
- Need to be easy to read and accurate
- They can include:
 - Date, time, location of meeting
 - Attendees and apologies
 - Invited guests
 - Agenda – for each item

Purpose of Minutes

- Main points and outcomes (decision & action)
- Person responsible for action and timeframe
- Results expected
- Items for future meetings
- Reports (attached) including financials

Following up after meetings – post meeting practice

- What worked?
- What didn't?
- What do we need to do differently next time?
- Is what we are doing moving the organisation forward in line with the strategic plan and values?

Following up after meetings – post meeting practice

- Distribution of minutes (draft)
 - Actions list/ table
 - Updated/ more information from reports
 - Confirmation of next meeting – time, date, location
- Do what you committed to in the minutes! Look for your name to see what you said you would do
- Share any concerns with Chair/ President or appropriate other

Following up after meetings - reflections

“One of the biggest problems with meetings is that there’s a lot of talk but not much action afterwards or even too much action and too few results”

“Evaluating every meeting is key to having effective meetings”
Peter R Scholtes, Brian L Joiner and Barbara J Streibel, *“The Team Handbook”*



Actions? Reflections?

Do more of? Less of? The same?

What worked?

What didn't?

What would you do differently next time?