

# Meeting Guide

## Preparation for the meeting- Planning:

- Determine next meeting date at the conclusion of the previous and detail on Minutes – distribute as soon as possible after the meeting
- Read Minutes as soon as received and ensure all actions are carried out
- Seek Agenda items from Committee at least a week before next meeting
- Detail realistic time allocation for each Agenda item
- Distribute Agenda to all people attending the meeting with a few lines under each item detailing decisions / actions required
- Attach any additional information to be read prior to meeting
- Come to the meeting having read all the background information and having thought about the decisions required
- **Let the Secretary know in good time if you have to be an apology**

## During the meeting:

- Make sure the meeting starts on time- even if people are running late.
- Chairperson must be disciplined – shuffle the Agenda to start with items for noting and leave decisions until your quorum is there
- Stick to agenda and keep discussion focused
- Let people express their opinion, but keep it on track
- Keep the agenda flexible, but stick to it as much as possible
- Make sure there are no interruptions; no electronics and make sure people know the meeting is in progress – defer the social chit chat
- Listen to the opinions of others respectfully
- Encourage participation from all members
- Do not interrupt speaker unless it's an open discussion.
- Once a decision is made on one topic, move straight onto the next.



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- Identify actions and complete, if not done from last meeting, then do as soon as possible.
- Summarise final decisions
- Draft agenda for the next meeting and identify the time, date and location
- **Make sure the meeting is finished on time.**

## After the meeting- conclusion:

- Prepare minutes for distribution asap
- Ensure all actions are being completed. See that all members are carrying out their responsibilities. If not, remind them.
- Archive all documents involved in that meeting.
- **Put unfinished business on the agenda for the next meeting.**
- Discuss any problems that occurred during the meeting with another member present, and come up with a strategy to fix it.
- Don't forget to thank everyone in attendance.