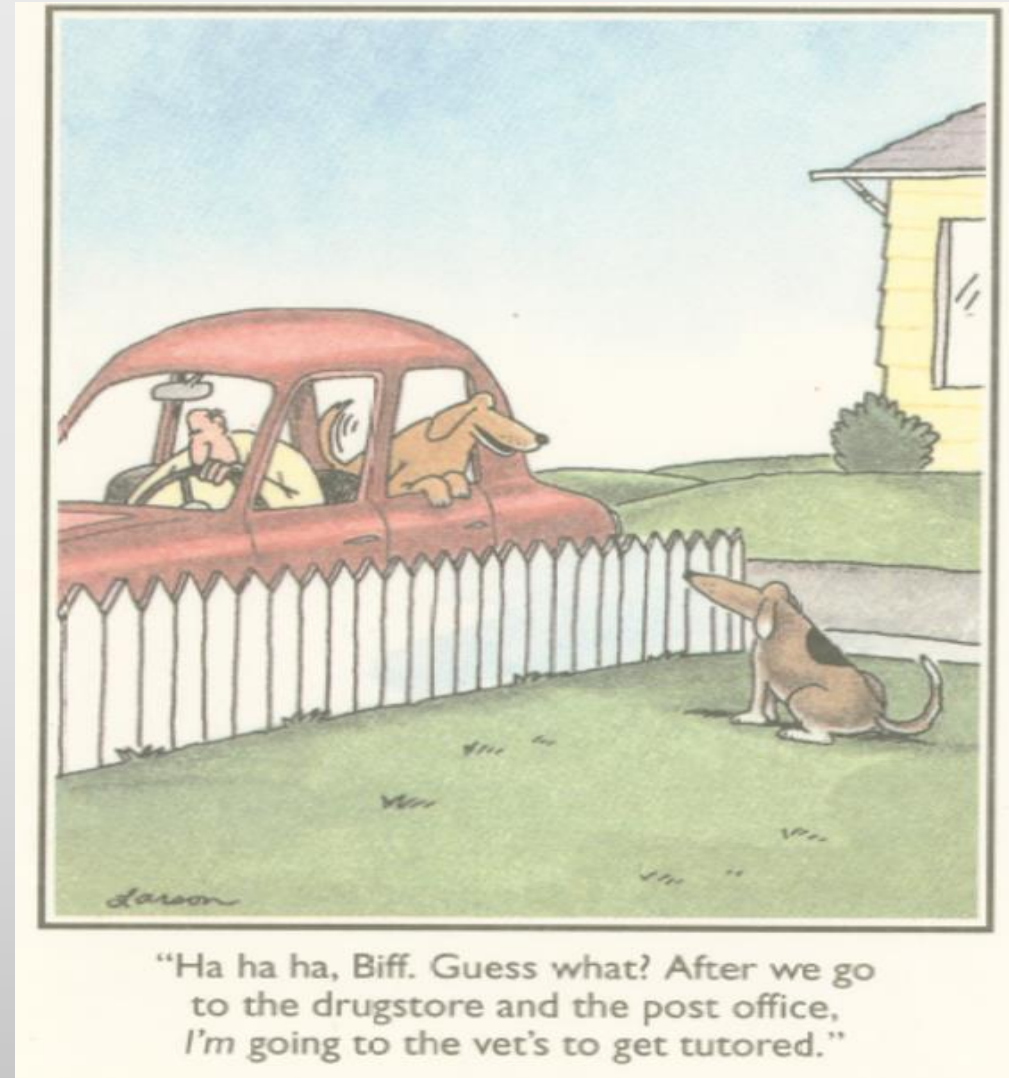


Meeting Procedure 101

MARYBOURKE UNLIMITED

A quick romp through
some fundamentals

Time is of the essence



Volunteers

Key Challenges are:

- Aging volunteer base
- There are never enough volunteers
- Limited resources to assist voluntary groups in the work that they do
- Not enough time



Let's start at the very beginning...

Who does what and why?



Agendas

Standard fare:

- Apologies
- Confirmation of previous minutes
- Matters arising (action items)
- Conflicts of interest
- Officers' reports – finance, health and safety etc etc
- General Business
- Next meeting...

Some fine tuning?

Categorise:

- Items for decision
- Items for discussion
- Items for information
- Think about general business...

Minutes

Note:

- Who was there
- Decisions that have been made
- Actions that shall be taken
- Who will take them
- By when they will be done



Meeting Procedures

- Keep it simple
- Aim for consensus generally
- Use formal motions for important and/or controversial issues
- One comment per person per item
- Be punctual



Meeting Management

Chairman

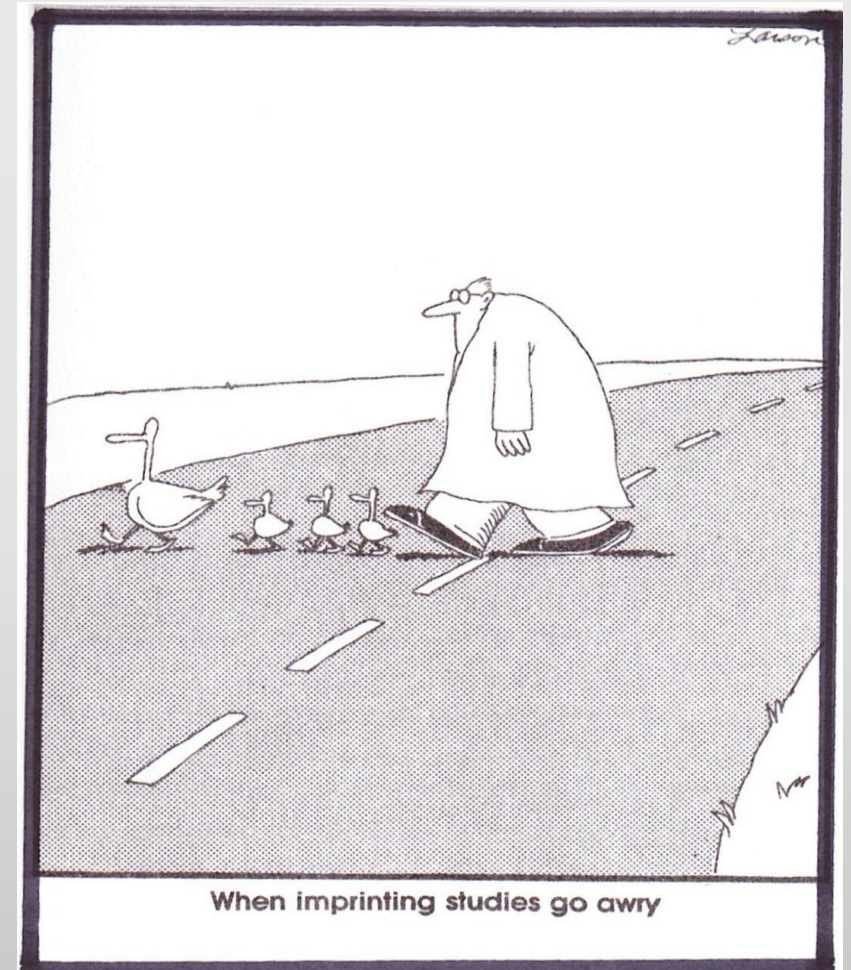
- Keep to time
- Keep to the topic
- Make space for everyone to participate
- From time to time – actively seek input from every person at the table

Participants

- Listen actively
- Be objective
- Understand collective responsibility
- Keep an eye on the end objective

Leadership

It's everyone's
responsibility



Succession Planning

- Decide which skills and attributes will add value
- Seek them out



Committee Stereotypes

Bush lawyers, Silent farts, Wet fingers, Saints,
Patronising patriarchs, Process pariahs, Hui hoppers,
Point scorers, Stuff strutters

In Conclusion...

Meeting procedures are a means to an end – they are not an end in itself.

- Identify your key roles and record what each entails
- Manage your agendas with discussion, decision or information items
- Ensure minutes include actions with how, when, and by whom they will be completed
- Do succession planning

And above all - keep your eyes on the end objective – and enjoy doing it!

Questions?



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