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| A close up of a logo  Description automatically generated | Meeting Policy and Procedures |

Intro

Meetings are a very useful tool when decisions need to be made, problems need to be brainstormed and collaboration needs to happen! But meetings can be a waste of valuable time if they are not effective. As meetings are a useful tool and a great way to collaborate and idea share, by following a few ground rules we can make sure we get the most out of them.

This policy applies to all types of meetings and covers both formal and more informal meetings, physical meetings and virtual meetings. We encourage virtual meetings, and if physical meetings are arranged, a virtual option needs to be set up and arranged so that if someone is unable to make it in person, they can still attend.

* All meetings must have an agenda and this must be sent to participants in advance, unless an emergency meeting is called. If there is no pre-reading, the agenda must be sent 24 prior to the scheduled meeting. If participants are required to do some pre-reading or work, then it must be sent at least 48 hours in advance.
* An online calendar must be used to schedule and arrange meetings. The meeting organiser is solely responsible for updating the calendar if a meeting needs to be rescheduled or cancelled.
* The notice of the meeting is in the form of the calendar invite and all relevant information must be provided to attendees including:
* The type of meeting (for example, face to face or virtual)
* The purpose of the meeting and any additional requirements
* The place, date and time of the meeting.
* Advice that the agenda will be forwarded within 24 hours of the meeting (unless there is pre-reading or work as above)
* All meeting invitees must respond to meeting requests and changes as quickly as they are able to and ensure they are entered into their online calendar and that no clashes occur.
* Meetings must always be started on time regardless of whether all attendees are present or not. All meeting attendees should endeavour to be on time for meetings.
* Mobile phones must be turned to silent during meetings.
* The meeting organiser must arrive early to ensure all equipment including conferencing software is in working order and that technical issues are minimised.
* When a virtual meeting is set up, meeting participant’s settings should be arranged in the following way:
* Sound on, camera on
* Attendees should be asked to pace themselves on mute by the host as appropriate
* The chat function can be enabled for groups larger than 6.

Meeting agenda

The purpose of an agenda for a formal meeting is to inform the staff of when and where the meeting will be, as well as what will be discussed and done at the meeting.

The person organising the meeting must develop the agenda.

The Agenda Template must be used ensuring that:

* Each agenda item is numbered
* Each agenda item is allocated an amount of time e.g. 9.00 am – 9.15 am and that this is enough time for the item to be discussed.
* There is a short summary of what will be discussed under each agenda item.

Agendas must be sent by email to each meeting participant at least one working day prior to the meeting, but sooner if possible.

Legislation

In the case of a physical meeting, in order to meet the requirement of the WHS Act, the chair of the meeting is required to conduct a short hazard inspection prior to the meeting to ensure the space is safe. Any hazards must be removed. All other general legislation that applies to the business applies across the board in meetings including privacy, confidentiality and anti-discrimination.

Ethics

Meeting participants must not promote any ideas related to self-interest or conflict of interest.

Physical meeting arrangements

Informal meetings should be held in a participating staff member’s office. No catering is required for informal meetings.

All formal meetings are to be held in the Boardroom, which can seat up to 10 people.

Meetings will generally be up to around an hour. However, for longer meetings, those expected to last longer than 2 hours, refreshments should be organised. Depending on the time of day this might be breakfast, morning tea, lunch or afternoon tea.

A maximum cost of $10 per person is allowable for morning or afternoon tea or $15 for breakfast or lunch.

All catering is to be organised through Crave Catering:

<http://www.cravecatering.com.au/>

For client meetings involving more than 20 people, a venue will need to be organised:

<http://venuemob.com.au/corporate-function-venues/melbourne>

There will need to be a projector and screen for power point presentations.

Travel to the venue should be organised for all staff. Organise taxis through:

<https://www.13cabs.com.au>

Chairperson

A formal meeting must have a chairperson to chair the proceedings. This will usually be the person who organises the meeting and sends out the agenda.

The chairperson is required to control the meeting procedures and has the task of:

* nominating or requesting a staff member to take notes of the meeting so the minutes can be prepared;
* making sure proper notice is given and that there is an agenda, listing all items that need to be covered;
* introducing the meeting, including, welcoming, stating purpose of meeting, advising of meeting time frame and encouraging all to participate;
* checking (and, usually, signing) the minutes of previous meetings if applicable;
* keeping time (to ensure the meeting gets through its business in the allocated time);
* dealing with the order of business;
* facilitating discussion through encouraging all to participate;
* keeping order by focussing only on agenda items;
* ensuring everyone has an opportunity to speak;
* limiting the amount of time each staff member can have to speak on a matter; and
* making sure that decisions are reached on issues that are discussed and that everyone understands what the decisions are; and
* declaring the meeting closed.

For informal meetings, the person organising the meeting will still act as the chair albeit on a much more informal basis.

Minutes

It is essential to keep accurate minutes of all meetings as follows:

* At the outset of a meeting, the Chair is to nominate or request a staff member to take notes of the meeting so as to develop the formal meeting minutes following the meeting. The Chair is also required to take notes but these will be brief dot points to have a record of the meeting contents. They will generally be handwritten dot points.
* A laptop and the Meeting Minutes Template is to be provided to the staff member taking the notes of the meeting. The notes can be entered into the meeting minutes template or into a word document.
* The staff member should be advised that notes of the meeting must be saved according to the subject of the meeting and the date and saved in a specific project file or under existing files.
* The staff member should be advised to note down the key points of the meeting.
* The notes must be provided to the chair following the meeting so as to develop the formal meeting minutes.
* Meeting minutes must be developed by the Chair following the meeting as follows:
* It is important that the minutes record any resolutions or decisions made at a meeting.
* Minutes should be as brief as possible without jeopardising accuracy and credibility.
* Attendances and any apologies must be noted. This is usually done at the beginning of a meeting, although if people leave early or arrive late, keep a note of this in the minutes.
* Meeting minutes must be saved according to the subject of the meeting and the date of the meeting. The meeting minutes will be saved in a specific project file (e.g. Conference Folder YEAR folder or under a general folder such as Marketing Materials or such as staff meetings).
* Minutes must be provided by the minute taker to the Chair within 2 working days of the meeting.
* Minutes will be distributed via email by the Chair to all attendees within 2 working days of the meeting.

For informal meetings, a record of the meeting should be sent via email summarising the key outcomes of the meeting.