

Good Meetings Kit Contents

Good Meetings Kit

This is a training kit to help self advocacy groups hold good meetings. The training tools you will find in this kit include:

- **Good Meetings Videos**

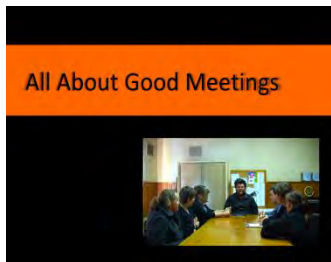
The video teaches you about having good meetings.

- **Good Meetings PowerPoint**

You can use this PowerPoint training with the video to learn more about holding good meetings.

- **Good Meetings Tip Sheets**

There are 8 Tip Sheets in this training kit. The Tip Sheets include information cards and forms to help you to have good meetings. You can photocopy these forms and use them in your meetings.



What Is a Meeting



What is a Meeting?

Meetings are when people come together to:

- Make decisions
- Talk about problems and issues
- Plan how to get jobs done
- Share ideas
- Learn new things
- Listen to others
- Have a say
- Share news
- Have fun



Who has meetings?

Lots of people have meetings including:

- Politicians
- Students
- Community Groups
- Self advocates
- Workers



Before the Meeting

Before the Meeting



To make sure you have a good meeting there are some jobs you can do before the meeting day. Below is a checklist you can photocopy and use when you are planning your meeting. We have left some lines blank so you can add more to the list if you need to.

Good Planning = Good meetings

Before the Meeting Checklist

| Job | Who | Done |
|---|-----|------|
| 1. Meeting time and date picked | | |
| 2. Meeting place organised/booked | | |
| 3. Everyone has been told about the meeting: When, where and time | | |
| 4. Get the food and drinks | | |
| 5. Write the Agenda | | |
| 6. Write the Minutes of the last meeting | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |



What is an Agenda?

It is a good idea to have an Agenda for your meetings. An Agenda is a list of things that a group will talk about in their meetings. It is a good idea to have an Agenda for your meeting because it:

- Helps the meeting to run well.
- Lets everyone know what is going to be talked about at the meeting so they have time to think about what they would like to say.
- Helps you to tick off each of the things you have talked about so you do not forget anything and you finish on time.
- Lists the decisions that need to be made at the meeting

You write your Agenda before every meeting



What is in an Agenda?

Some of the things groups write in their Agenda include:

- Welcome
- Who is here and who is not here
- What happened at the last meeting (Minutes)
- Money – What do we have? – What have we spent? – What do we need? (Financial Report).
- Reports – what work have we done since the last meeting?
- New Business – things people want to talk about or issues people want to work on.
- What did you think of the meeting? (Evaluation)

There is a sample Agenda for you to look at in this kit.





Good Meetings

In the video and the training you learned about some of things you can do to make sure you have a good meeting. Here is a checklist to help you have good meetings. You can photocopy this checklist. Fill it out every six months to check that you are doing the things you need to do to have good meetings. There is a space at the end of the table for you to fill in other things you think you need to do to have good meetings.

Good Meetings Checklist

| Item | Tick or Cross |
|--|---------------|
| 1. We do planning before the meeting | |
| 2. Our meetings start on time | |
| 3. We make time to meet and chat before the meeting starts | |
| 4. We have breaks | |
| 5. We have an Agenda | |
| 6. We follow our Agenda | |
| 7. We have good meeting notes (Minutes) | |
| 8. Everyone knows and understands what is happening | |
| 9. Everyone in the group gets a chance to have their say | |
| 10. We all make decisions together | |
| 11. We listen to each other | |
| 12. Everyone feels they are treated well or respected | |
| 13. The meetings are fun | |
| 14. We find out what people think of the meeting (Evaluation) | |
| 15. We finish on time | |
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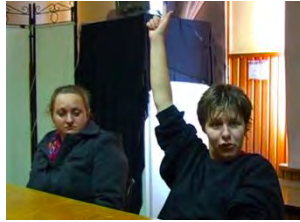
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| | |
| | |
| | |
| | |
| | |



Meeting Jobs

At meetings everyone has a role or a job to do. It is the job or role of all the people going to the meeting to:

- Speak up and have their say
- Help make the decisions
- Check the work is done
- Help solve problems
- Listen to what is happening
- Help organise things
- Check the money is been spent well



As well as the jobs that everyone has to do at meetings some groups also have a Chairperson, Secretary and Treasurer.



Chair Person - It is the job of the Chairperson to:

- Follow the Agenda
- Make sure the meeting runs well
- Support everyone to have their say and be listened to
- Check people agree with the decisions
- Make sure the meeting runs on time
- Do the evaluation at the end of the meeting



Treasurer - It is the job of the Treasurer to:

- Look after the money
- Sign cheques
- Make sure good records about the money are kept
- Give a report to the group about the money



Secretary - It is the job of the Secretary to make sure notes are taken in the meeting. These notes are called the Minutes. The Secretary should also write down all the decisions made at the meeting.



What are Minutes?

It is a good idea to write notes at each meeting. These notes are called the Minutes. The Minutes help you remember what you talked about at your last meeting. Some of the things that groups write in their Minutes include:

- Who was at the meeting
- What was talked about
- The decisions that were made
- Plans the group has made
- Jobs people will be doing
- What people want to happen at the next meeting

In your meeting it is a good idea to read out the notes or Minutes of the last meeting so you can remember what you talked about and the decisions you made.

Hot Tip



If you find it hard to write the Minutes during the meeting ask a support worker to help you. If you do not have a support worker, ask around and find someone who might volunteer to come to your meetings to help you write the Minutes.

Hell Raisers Self Advocacy Group Meeting

SAMPLE AGENDA



When: 15th November 2012



Time: 10.30am to 1.30pm



Where: 3 Smith Street, Smithtown



1. Pick a Chairperson



2. Who is here and who is not here (Present and Apologies)



3. What happened at the last meeting (Minutes)



4. Money

- What do we have?
- What have we spent?
- What do we need?



5. Reports on the things we have been doing



6. New Business – things people want to talk about or issues people want to work on



7. Planning – what we are going to be doing



8. What did you think of the meeting? (Evaluation)



What is an Evaluation?

At the end of each meeting it is a good idea to find out what people thought about the meeting. This is called an evaluation. It is a good idea to do an evaluation to help you have good meetings and to make sure people are happy with the meeting.



Below is a checklist of questions you can photocopy and use to help you do an evaluation of your meeting. We have left some lines blank so you can add more to the list if you need to.



Evaluation Checklist

| Item | Yes | A bit | No |
|--|-----|-------|----|
| 1. Were you happy with the meeting? | | | |
| 2. Did we talk about all the important issues? | | | |
| 3. Did everyone get their say? | | | |
| 4. Did people listen to each other? | | | |
| 5. Can things could be done better? | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| How can we make the meeting better? (write answers here) | | | |