Meeting Management

Club Governance Webinar

Overview

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	1. Why manage club committee meetings
	2. Guidance for the club committee meeting organiser
	3. Guidance for the club committee member attending
	4. Guidance for the video/teleconference

Why manage club committee meetings

- Create communication and energy
- Maintain interest and engagement during the meeting
- Be efficient and productive with the available time
- Get the job done and achieve an outcome
- Respect peoples' time, their lives, other interests and commitments

Suggestions and action Items

- What have been your great committee meeting experiences?
- What is something that you would have done differently?

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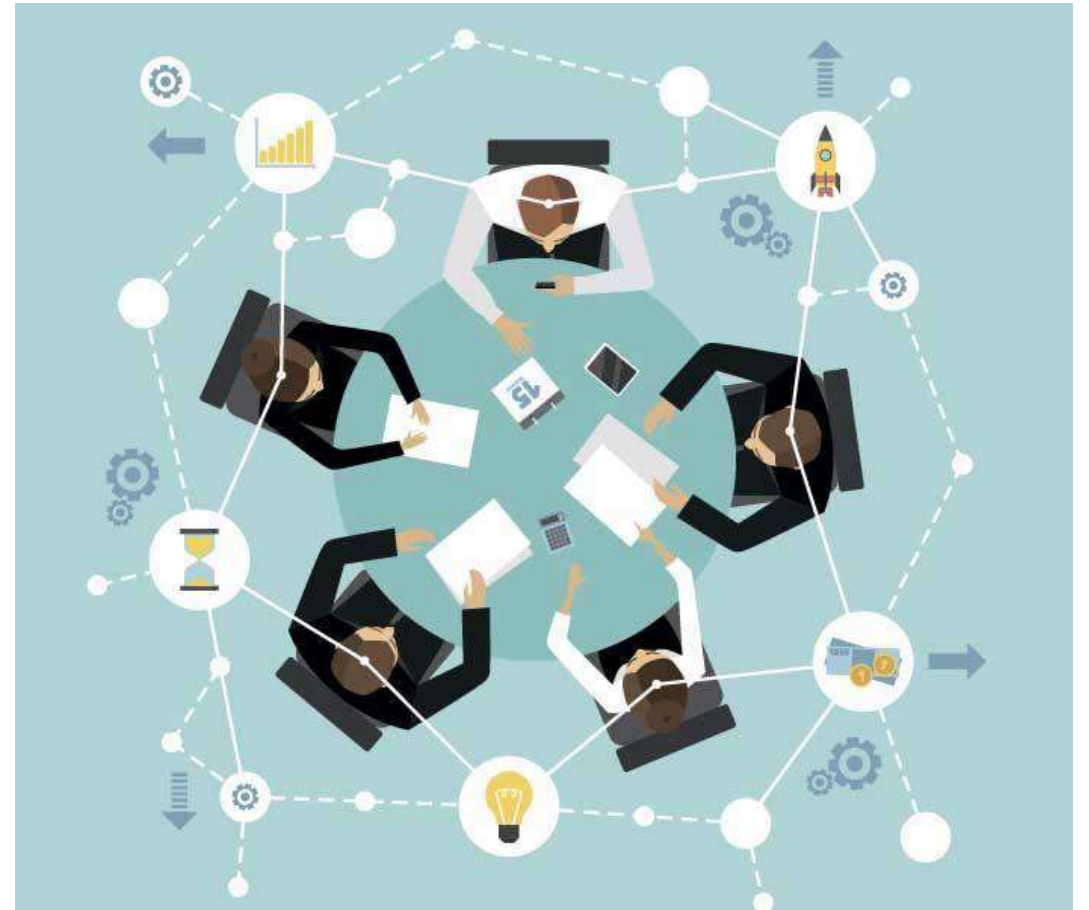
Guidance for the club committee organiser

- Have an objective for the meeting
- Plan the meeting well in advance
- Have an agenda
- Have discussion papers or notes
- Plan timings
- Only invite the people who are needed

Guidance for the club committee organiser

- Chair the meeting
- Assign support roles such as minuting
- Facilitate everyone's contribution
- Manage rabbit holes
- Acknowledge peoples' comments
- Ensure clear closure of discussions

Suggestions and action Items

- How can you improve your committee's productivity and get everyone on the same page?
- How can you make the time count?

Resources

- https://www.conferencecalling.com/blog/meeting-roles
- https://sportscommunity.com.au/club-member/club-resources/running-effective-committee-and-agms/committee-meeting-need/
- https://www.youtube.com/watch?v=ypxH_2qdePc
- http://www.sportenglandclubmatters.com/club-planning/governance/your-committee/make-your-meetings-matter/

Guidance for the club committee member attending

- Read the agenda and papers in advance
- Prepare your own talking points
- Ask your questions in advance

Guidance for the club committee member attending

- Arrive before the meeting's scheduled start time
- Turn your phone to silent and put it out of your sight
- Say it only once
- Don't digress, stay on topic, take it offline
- Have strong views but express them lightly
- Ask questions of others
- Take your own notes
- Leave the room and socialise outside

Suggestions and action Items

- How can you debating or share ideas efficiently?
- How can you share some information to with your committee?

Resources

- https://www.aib.edu.au/blog/teamwork/effectively-contributing-at-meetings/
- Being a Valuable and Active Committee Member (download document) https://www.lifescitrc.org/download.cfm?submissionID=5709

Guidance for the video/teleconference

- Watch tips and tricks on YouTube
- Have good hardware and internet service
- Test your system and the software in advance
- Identify a private space with minimal distractions
- Check lighting and elimination of any silhouette

Guidance for the video/teleconference

- Organiser opens the meeting 10 minutes early
- Minimise distractions
- Check your webcam composition and frame
- Use your headphones
- Let the organiser know that you are online
- Use the chat function to ask questions
- Mute yourself to eliminate your background noise

Suggestions and action Items

- Could you create a 'how to guide' for all committee members?

- Don't chop off your head in the picture and remember to smile.

Resources

- https://www.lifehacker.com.au/2020/03/how-to-make-video-conferencing-from-home-less-terrible/
- https://www.expressvirtualmeetings.com/en-au/blog/eight-best-practice-tips-for-enhancing-your-video-conferences
- https://www.youtube.com/watch?v=peV00-QholY
- https://register.gotowebinar.com/recording/4148148814637731085

Questions / Comments

Thank you.

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