

## Information Sheet No.17

# Meeting Checklist

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There are many ways to work together as a group. The best meeting procedure should be agreed upon by a majority of the members. Use the checklist below to start discussion about your P&C's meeting procedures.

### Introducing people

Our association has some "getting-to-know-you" activities at the start of the year.

Our association has a method of introducing new members which quickly makes them feel at home.

Our association allows time during meetings for people to get to know each other socially.

Our association provides tea/coffee during the evening.

### Information Sharing

Members can put forward their opinions anonymously through a suggestion box.

Our association explains the issues and tries to avoid jargon.

Our association sets a regular time at each meeting for questions.

### Problem-Solving

Our association has used these techniques to help with problem-solving:

- breaking into small groups
- Brainstorming
- short statements from each member with no discussion
- circulating the topics for discussion beforehand.

### Decision-Making and Who Does What

Our association has made sure that every member knows what sort of decision-making process we use and how it works.

Our association has discussed decision-making processes and is happy with the way we make our decisions.

When a decision is made, our association notes who will carry it out and when.

Decisions our association make are carried out and reported back.

### Consensus

Are some people unable to speak because others talk a lot?

Do some members feel overwhelmed by the more powerful in the group?

Do people in the association agree simply to get things over and done with?

Do people agree because they don't really understand the issue?

Do people agree because they're afraid to rock the boat?

Does consensus in our meeting mean that some people don't have their say?

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