

Cockburn Community Resources

City of
Cockburn



Meeting Procedures

Before the Meeting

- Identify specific objectives for each agenda item (for information, for discussion, for action, and allotted time).
- Plan the attendance: make sure there is a valid reason for each person required to attend.
- Be prepared: plan and organise resources needed.
- Send a meeting reminder to all attendees (agenda attached).

Starting the Meeting

- Start on time.
- Give a quick run through of agenda and reason for meeting.
- Establish the ground rules for example interruptions and side issues.

During the Meeting

- Keep focused on the task and topic at hand.
- Keep focused on the Agenda and the allotted time for each item.
- Have someone maintain brief minutes, identifying all the action points.

Ending the Meeting

- Ensure that there is consensus on the results on all decisions and action items. If agreement is not reached, that the nature and grounds of the disagreement are clearly recorded.
- Summarise action items and identify who is responsible for each item.

After the Meeting

- Distribute brief minutes, with action items, to all attendees and other interested parties.

Follow-Up

- Track action items to closure.
- When all action items have been closed, update the minutes with action completion dates.

Useful Websites: www.ourcommunity.org.au

DISCLAIMER

While all care has been taken in the preparation of this material, no responsibility is accepted by the author(s), its staff or volunteers, for any errors, omissions or inaccuracies. The material provided in this resource has been prepared to provide general information only. Any legal issues ought to be referred to the Associations section, Consumer Protection, Dept of Commerce.