

MEETING PROCESS TEMPLATE

RECOMMENDED FORMAT APPROACH

1. **Have your Club's key objectives at the top of your agenda sheet. They are the 'pillars' that provide the focus for your efforts**
2. **Use a flip chart as an ISSUES board**, if possible, to note any spontaneous issues raised that may need attention later
3. **Check previous meeting's 'areas to improve'**
4. **Allocate roles and consider rotation:** Chair/recorder/ process 'umpire'/ any other roles necessary to help manage the meeting
5. **Review the pre-determined agenda items against the overall Plan's KEY OBJECTIVES (Pillars) then rank items with a view to dealing with them.**

Three levels are suggested.

- i. **Must achieve this meeting** - clearly items connected directly to the plan
- ii. **Should achieve** – may be related to the plan, but should be discussed anyway
- iii. **Could do if time allows** - likely to be outside the Club's committee's responsibilities

* Note **M – S – C** against each agenda item.

To save time, rankings could be pre-set, if agreed

6. **Itemise any new business issues but don't discuss.** Includes other information/correspondence/communication necessary to raise. **RANK M-S-C**
7. From your ranked list, **agree on time allocation for each item**
8. **Seek a status report on individual items from 'process owner' of each pre-determined agenda item**, explaining actions taken* and issues emerged* since last meeting. Use a WHAT, WHY and HOW TO approach.
9. **For new business, the initiator may lead discussion about the item, clarifying where it fits in the PLAN**
10. **Assess 'where are we now?' relative to our plan, against each item**, once discussion is complete
11. **Consider and agree to the next step** of progress of each item raised:
 - **What to do: Why is it necessary and How to do**
 - **By Whom?**
 - **Due date?**
12. **Agree on any appropriate communication approach necessary** for these items and their actions. Consider all stakeholders!
13. **Put agenda items not discussed, on a 'futures file' as part of next agenda**
14. **Evaluate meeting, agree 'positives' vs. 'areas to improve'** for next time