Learn about Meetings



Working towards an inclusive South Australian community

Book 4

We Can All Be Leaders Series

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South Australian Council on Intellectual Disability

We Can All Be Leaders series – Book 4
Learn about Meetings

This book belongs to:

_____

It can be good to read these books with another person.

The books have tips and activities for you to try that practise skills for being a leader.

Maybe you can read the books and practise the skills with a family member, friend, support person or with a group you are part of. It can be fun to learn together!

It is also good to read these books with someone else so that you can get help with the hard stuff – the reading, activities and thinking about your skills and strengths.

I need support to complete this book: ☐ yes ☐ no

The person supporting me to complete this book is:

_____

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For questions, resources or more copies of this book contact

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People have **meetings** to come together and talk about important things.

Meetings are often used for:

- Sharing information,
- Planning,
- Thinking about options,
- Making decisions,
- Speaking up.



There are lots of different types of meetings you could be involved in:

- Self-Advocacy meetings.
- Committee meetings.
- Work meetings.
- Planning meetings for National Disability Insurance Scheme (NDIS) or with your service provider.

Meetings are a great place to practise using your leadership skills!

What meetings are you involved in?

_____

_____

_____

_____

Preparing for Meetings

It is really important to prepare for meetings.

Here is a checklist of things to know to help you be prepared for a meeting.

Do you know:

- ☐ Date of the meeting?
- ☐ Where the meeting will be?
- ☐ How you will get to the meeting?
- ☐ What time the meeting will be?
- ☐ How long the meeting will go for?
- ☐ Who else is coming to the meeting?
- ☐ What the meeting is about?
- ☐ Will you have a job to do at the meeting?
- ☐ Is there anything you will need to prepare for the meeting?
- ☐ Will you need to bring anything to the meeting?
- ☐ Will the meeting papers be in Easy Read?
- ☐ Will you have support for the meeting?

Meeting Papers

Most formal meetings will have papers or documents to help the meeting run smoothly.

You should get these papers before the meeting to help you prepare.

You can ask for these papers to be made in a way that you can understand, for example, in Easy Read or Plain English.

If you have questions about the meeting you should contact the person who invited you to the meeting.

The next few pages talk about the different meeting papers you might see and what they could look like.

You can use our examples as templates to make your meetings accessible.



Meeting Agenda

The meeting agenda shows everybody how the meeting will run. It says what will be talked about and in what order.

Knowing the agenda of the meeting helps you to think about what you would like to talk about at the meeting.

A meeting agenda helps the meeting stay on track and on topic.



Easy Read Agenda Template

	Time:
	Where:
	Present - Who is at the meeting?
	Apologies - Who could not come to the meeting?
	Minutes - What we talked about last meeting
	Agenda Items - Things to talk about
	Any other business?
	Next meeting

Meeting Minutes

Meeting minutes are notes of what was talked about at the meeting.

The meeting minutes must note all of the decisions that were made during the meeting.

They should also list the things that need to be done after the meeting. These are also called actions.

At the next meeting we can check back on the minutes to see what we agreed to do and check how we are going with these actions.



Easy Read Minutes Template

	Date:	Time:
	Where:	
	Present - Who was at the meeting?	
	Apologies - Who could not come to the meeting?	
	Minutes - What we talked about last meeting. Write down any changes to the minutes: Were the minutes approved by the group?	
	Agenda Items - Things to talk about. Write down the decisions the group made: Write down the actions or things the group agreed to do:	
	Any other business? Write down the decisions the group made: Write down the actions or things the group agreed to do:	
	Next meeting:	

Jobs at meetings

Sometimes there are different jobs at a meeting.

Types of jobs in a meeting might include:



Chair

- Runs the meeting.
- Keeps everyone on track.
- Makes sure everyone has a chance to speak up.



Secretary

- Lets everyone know when and where the meeting will be.
- Makes sure everyone has the meeting papers before the meeting.
- Takes note of the meeting (minutes).
- Makes sure any decisions or things to do from the meeting are written down.



Treasurer

- Lets everyone know how the committee or organisations' money is being spent.



Meeting Participant

- Is prepared for meetings.
- Listens at meetings.
- Speaks up in meetings.



Tips for Good Meetings

- One person speaks at a time.
- Give people time to express what they want to say – be patient with them.
- Encourage people to have a say.
- Meeting papers need to be in Easy Read.
- Someone should be taking minutes of the meeting so we can remember what we talk about each time.
- Stay focused on the meeting and concentrate.
- We do not want meetings to be all bad, make sure lots of positive things are shared to.
- Make sure there is support at the meeting for people who need it.
- At the end of the meeting check with everyone how they think the meeting went.

Activity

Activity – Test your learning

This book has taught you a lot about meetings.
Have a go at this short quiz to see what you can remember.
Do not worry if you are not sure about the answers, you can always look back through the book to help you remember.

What are some things you can do to prepare for meetings?



Tip!

You can always look back through the book to help you remember



Why is it important to have a meeting agenda?

What are some things that should be included in the meeting minutes?

Can you name the 4 jobs at meetings?

1. _____

2. _____

3. _____

4. _____

What are some ways we can make sure we have a good meeting?

_____

_____

_____



Reflection

What did you like most about this guide?

_____

_____

_____

_____

What were some of the things you have learnt about meetings?

_____

_____

_____

_____

What is one strategy you would like to use from this guide to be more prepared at meetings? Why?

_____

_____

_____

_____

What jobs in a meeting that you would like to try?

Who can support you? Write their name.

When will you start? Write a date.

Well done!

You have learnt:

- There are different types of meetings you might be part of.
- Meetings are a great place to practise using your leadership skills.
- There are lots of things you can do to be prepared for a meeting.
- You should have meeting papers to help the meeting run smoothly.
- You could be given a job at the meeting.
- There are lots of things you can do to make sure a meeting is good!

See More of SACID's Leadership Series



Book 1 Learn about Leadership



Book 2 Learn about Public Speaking



Book 3 Learn about Goals



Book 4 Learn about Meetings

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Thank you for your interest in the work of SACID.

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