

Action Guide

RUNNING MEETINGS

Meetings are a useful way for a group to come together to make decisions about how to get a task done. They can be formal or casual and can be facilitated in different ways to suit the needs of the group.

The first time a group of you meet, you may need to set the scene, get to know each other and work out a few things.

Key factors that help to make meetings run successfully are:

TIME AND PLACE – schedule meetings at times that everyone can attend, and in places that are easily accessible.

AGENDA – create a list of things that need to be talked about in the meeting. Everyone should have the opportunity to add things to an agenda. It's a good idea to have standing agenda items that you want to talk about at every meeting, e.g. what has happened since the last meeting.

CHAIRPERSON/FACILITATOR – the chairperson's job is to run the meetings and make sure everyone has a chance to speak. They also make sure everything on the agenda is discussed and decisions are made. You can share the chairperson's job around the group so everyone can have a chance to chair a meeting.

Some things for the chairperson to think about:

- ask the group questions to begin the discussion
- give everyone a fair chance to have their say, but don't let the meeting drag on
- make sure everyone sticks to the point
- allow for different views, it's good to hear a range of opinions
- everyone in the group does not need to agree.

NOTE-TAKER – choose someone to record key points or decisions that were made and a list of action points. You don't need to record everything.

EXAMPLE

AGENDA ITEMS

- 1 **Present:** Who is at the meeting?
- 2 **Apologies:** Who couldn't make the meeting?
- 3 **Project update:** Are there any issues with your project? What is going well? What issues need to be addressed?
- 4 **Project work:** What are you planning to do next?

Here are examples of questions you may want to include in your meeting.

WHAT ARE THE THINGS THE GROUP IS WORKING ON NOW?

e.g. We are writing a letter to the editor.

WHERE IS THE GROUP AT WITH THIS PROJECT?

e.g. We are cutting out articles from the local newspaper that stereotype young people.

WHERE TO FROM HERE?

e.g. We are going to go through all of the articles we have collected and pick which one we want to respond to.

ACTION POINTS (WHO IS DOING WHAT AND WHEN?)

e.g. As a group, we will pick one article and brainstorm key messages we want to say in the letter to the editor. Josh will type up the letter. Jamie will proofread it, and Nick will fax it through to the newspaper.

**STAND UP
AND BE
HEARD.**

**AOTEAROA
YOUTH VOICES**

**STAND UP
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HEARD.**

**MINISTRY OF
YOUTH DEVELOPMENT**

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