



 State President

CONDUCTING MEETINGS

Policy Statement

The Secretary is the chief administration officer of the organisation. This person provides the coordinating link between members, the management committee and outside agencies, and is usually the person to arrange meetings.

Usually the President of the organisation is the principal leader and has overall responsibility of the meetings. From a strategic perspective, the President should conduct the meetings and help the committee prioritise its goals and then try to keep the committee on track by working within that overall framework.

Guiding principles

Annual General Meetings

- Open to all members
- Normally conducted annually
- As per constitution
- Present annual reports and statements (including financial statements)
- Indicate activities for the previous 12 months
- Election of officers
- Changes to the constitution

Management or Executive Committee Meetings

- Monthly or bi-monthly
- Involve only elected or appointed decision makers
- Review or prepare management committee agendas
- Reports activities at each management committee meeting

Subcommittee Meetings

- Held to focus on a specific problem or task

Procedure

Setting the agenda

Agendas ensure meetings are better planned and help with recording the minutes. People can raise issues to be put on the agenda by notifying the State Secretary. Usually the most important items should be addressed earlier in the meeting.

Quorum

Minimum number of people required to be present at a meeting to make decisions valid and is usually set out in the constitution

Motions

Formal recommendation put to a meeting for debate and consideration.

Voting

A simple vote is one where general agreement is sought among the meeting participants. Verbal voting in which participants indicate their agreement with a “yay” or “nay” is a common way of



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reaching a decision, as is voting by a show of hands. Some issues may require a more formal type of decision-making method, including proxy and postal voting.

Reports

Committee and subcommittee members should be encouraged to present written reports. These reports can be either progress reports or project reports. The content of the report should be succinct. Concluding the report with a recommendation or set of recommendations for a decision can be useful.

Conflict

All conflict is viewed as negative and must be avoided. Organisation causes of conflict may include competition over resources, responsibility and reward. Interpersonal causes of conflict include personal grudges and poor communication. Ways to manage conflict include bargaining, negotiation, mediation and arbitration, and direct intervention by the chair.

Reference

*©Australian Sports Commission 2000 www.ausport.gov.au/clubs
Constitution & By Laws – DrillDance Queensland Incorporated
Constitution & By Laws – DrillDance Australia*

Contact

State Secretary

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10 STEPS THAT MAKE EFFECTIVE MEETING GROUPS

- 1 There is plenty of discussion but it's mainly on the point. If discussion strays, someone brings it back quickly – not necessarily the chair or leader.
- 2 The members understand their task clearly. They may have had to spend some time working this out but then they are committed to it.
- 3 The members actively listen to each other. They don't just keep silent. They give each idea a fair hearing and don't jump onto unrelated ideas.
- 4 The group does not evade disagreement. When there is a disagreement, or problem, the group uses its energy to focus on the problem, not the person.
- 5 Members are encouraged to reveal their opposition and not 'bottle it up' till after the meeting – a common fault in a weak group.
- 6 There is no personal attack either openly or by veiled suggestion. Members are inclined to give positive respect and recognition. They focus on overcoming obstacles.
- 7 The leader does not dominate. 'Leadership' shifts from time to time. The group uses different leaders for their specific abilities.
- 8 There is little evidence of power struggles and no posturing or point scoring. Control is not an issue – it's the job and the sense of teamwork which is important.

- 9 The members are conscious about their effectiveness as a team. They are very aware of their clients and are not self-serving as a group.
- 10 The group is capable of analysing a weakness in its performance and 'fixing it fast'.

...AND SEVEN THAT LEAD TO RUIN

- 1 Allowing one or two people to dominate discussion.
- 2 No one making an effort to keep discussions on track.
- 3 The members not seeming to understand their common purpose.
- 4 People ignoring other ideas while they prepare their own submission.
- 5 A lack of focus on the issue means the conversation strays off the topic.
- 6 Allowing disagreements to become personal attacks, leading to a breakdown in unity of purpose.
- 7 Allowing only a simple majority vote – which can mean a substantial number may be dissatisfied.

MEETING FORECAST

A pleasant atmosphere with no sign of personal tensions on the horizon.

SYNOPSIS

After careful study of the chart and formula supplied, members have identified long periods of increased activity associated with the absence of pressure and internal storms.