

# MULTICULTURAL COMMUNITIES LEADERSHIP IN ACTION PROGRAM 2022



# Running Effective Meetings

**To get the most out of meetings that are important to you, it pays to make sure you take charge and know how to run meetings the way you want. This is where rules can help you.**



# Organisation Meetings: Common Problems

**An organisation's meetings are a fundamental part of the governance process. But there are some common problems, such as.**

- **Not understanding ground rules**
- **Individuals dominate the discussion**
- **CEO runs the meeting**
- **Team member no shows**
- **No information papers**
- **No recordings/minutes taken**
- **Discussion regularly goes off topic**



# Well-Run Meetings Include:

- **Shared purpose**
- **Agenda**
- **Agreed rules**
- **Meeting minutes**
- **Effective chair or facilitator**
- **Some healthy food & a sense of humour**



# Trigger Warning

## Agenda Building Scenario

**TW: The following text includes depictions of real-world scenarios and impacts of COVID-19 as a devastating health crisis within communities. The effect of COVID-19, vaccination, government interference and anti-vax sentiment is heavily featured throughout. This may be triggering or distressing for those who have been impacted, in a multitude of ways, by COVID-19 throughout the pandemic.**

