

### EXERCISE

## PREPARING AND PLANNING FOR MEETINGS

### The Agenda Activity

A healthy membership allied to have the best people available in the right positions working together as a team provides a very sound basis from which a group can develop. The extent to which these advantages are driven home could well depend on how much preparation and planning is put into organising for meetings. This section covers what is involved in preparing and planning for meetings.

**Aim:** To give you practice at drawing up an agenda for a meeting.

**Time:** 10 Mins in Pairs, 10 Mins Group Discussion, 10 Mins Tutor Input.

**Tasks:** The items listed below are in no particular order. This is an ordinary meeting of the group with the exception that there is a guest speaker. The meeting is timed for 7.00pm - 9.00pm.

In your small group:

1. Discuss & decide the most appropriate point on the agenda for each time.
2. Allocate either firm or flexible timings for each item: AND,
3. Note your reasons for your decisions.
  - Treasurer's report.
  - Date, time and place of next meeting.
  - Apologies for absence.
  - Guest Speaker: Mr A L Bluff, Area Manager, Greater Dart Health Board.
  - Correspondence.
  - \* Letter from WEA with information about local courses.
  - \* Circular from the Social Work Department regarding funding for Community Groups.
  - \* Notification of Local Health Councils Meetings, i.e. 1<sup>st</sup> Tuesday and 3<sup>rd</sup> Thursday of each month, 7.00pm - 9.00pm City Chambers, Cochrane Street entrance (Open to the public).
    - Minutes of last meeting.
    - Any Other Business (AOB)
    - Report from meeting with Health Board Area Manager.
    - Matters Arising from Previous Minutes.

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The Agenda:

CHAIR'S OPENING REMARKS (Not an item of business as such more a matter of courtesy to welcome members, etc.).

Use the spaces below to set out the Agenda items in order your group thinks is best:

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