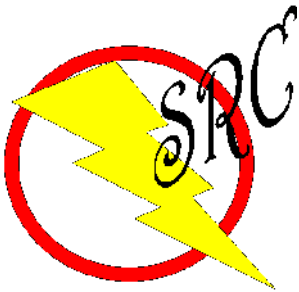




Second Strike

**Resource Kits for Student
Representative Councils**



Meeting Procedure



“Maybe they don’t have to take so long.

Maybe they could be something you look forward to.”



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Acknowledgements:

First and foremost, thanks go to the students of Student Representative Councils, Student Unions, Student Parliaments, Junior Student Councils, Student Forums and all the other names student representative groups go by. If it were not for your brilliant creativity and your willingness to share your ideas and stories, this kit would be considerably thinner.

Secondly, thanks are due to all students AND Teacher Advisers involved with SRCs around Australia. Yours is possibly the hardest job in the school and we deeply appreciate that commitment.

Thirdly our thanks go to schools who are willing to try new things. These are schools that make being on SRC a fun thing because they do not construct meaningless barriers. These are the test grounds for SRC ideas, which more timid schools then take on as their own.

Last but by no means least, our thanks go to Prudence Meggitt, who has spent hours of time editing these kits, and has taught us how to use a comma properly.

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Why Have You Picked Up This Kit?:

Meetings are an area of concern for most SRCs across the country. What problems have you encountered?

People not turning up to meetings

Lack of ideas in meetings

Meetings are unstructured and all over the place, everyone feels confused

People are too quiet

People don't listen to each other

Meetings take too long

Our ideas don't turn into anything after all that talking

People act like they don't want to be there

I don't want the SRC Teacher Adviser to chair anymore

We talk about the same things over and over again

The teacher/principal interferes

The chairperson is a tyrant!

Other _____

After using this kit return to this page and see if you have been able to address the problem.

Painting a Picture of Meetings:

“Meetings are the biggest waste of time. Unfortunately they are still the best way for a group of people to share ideas and make decisions. Through your life people will drag you into meeting after meeting – the best way to manage this is to be good at meetings; get in, get out, get what you want and get going.”

This section outlines the basic intentions in holding a meeting. With this understanding we are able to direct our efforts to evaluate and improving meetings.

What do you want from your meetings? Ask the whole SRC, you will find the best direction from them. When we have asked students this question we have found the following four answers come up most often.

The four Fs (sort of):

- **Fast**
- **Free**
- **Fun**
- **eFfective**

Fast – Obviously a fast meeting is a good meeting. Not only does it lead to all other elements listed here, but a fast meeting also keeps the brains moving at a more productive and more exciting rate.

Free – When there is no restriction on people, students feel completely comfortable saying whatever comes to mind. The members of any meeting must also feel that they own the meeting.

Fun – This is the thing that makes a meeting special. It’s rarely achieved and is the hardest on this list to do. Fun meetings are powerful and will get talked about. They get people turning up, they get people engaged, they get students to commit to the SRC passionately.

These three elements will make your SRC and your meetings...

eFfective – Ok, we were reaching for an F here. The greatest desire of students is that the SRC meetings are going to achieve something. If they can’t do at least that then it is all over for the SRC and you need to start over.

Most of the ideas through this kit will help you solve many problems and run better meetings without the use of a lot of meeting procedure at all. The section on meeting procedure does have some useful ideas for simple meetings, as well as some more advanced procedural points that you could also choose to use.

Appendix B:

Sample Agenda #1



The Student Representative Council Paradise High School

18th August 2005

1. **Meeting Opens:** 12:24pm
2. **Attendance:**
3. **Apologies:**
4. **Confirmation of previous minutes:**
5. **Matters Arising:**
6. **Correspondence IN:**
OUT:
7. **Reports:**
 - President
 - Treasurer
 - School Council
 - Committees
 - Environment
 - Bike Shed
 - Lunch time activities
 - Fundraising
 - Publicity
 - SRC Teacher Adviser
8. **Carnival Day Planning**

Final preparations time. Planning layout of events and stalls around the school. Bring the requirements of each stall you've been investigating.
9. **SRC Survey**

Do we want a survey this year? What will it cover?
10. **Film Night/SRC Celebration**

Everything is set for September 1st except choice of films.
11. **General Business**
12. **Next Meeting**
13. **Meeting Close:** 1:17pm