Notes for Forum – 12 march 2019

Agenda

Welcome

Self intro

Sign in, please leave your email if I haven’t got it for future contacts & the notes that come out of today

Also hopefully you had a chance to list down any matters that you would like discussed today or in future. If not at morning tea please do.

Acknowledge traditional owners – Gubbi Gubbi

Toilets

Water & tea / coffee

SC CoCB intro – who are we, what do we do.

Processes we use

* The approach we take is that we believe we have the solutions in the room here today, by sharing info and experiences we can manage most situations.
* Obviously we are huge fans of community organisations, and they are usually driven by committees and volunteers, and without small community organisations our society would not be as capable and as strong and vibrant as what it is.
* Civic participation is best exemplified in small community organisations.

Agenda for the day – see written up list

Intro’s, round table

* Your organisation
* Your role
* Why you do the role

Discussion of our three guiding topics

Around 11ish morning tea.

Finish discussion

Mention upcoming SC CoCB activities

Evaluation

Sharing contact details ??

Formally conclude, welcome to stay and chat

Ok lets get our heads in to the right space –

Governance is about the “big picture” issues including strategic and business planning, developing policies and procedures, dealing with issues which can not been resolved by staff or require some “independence” from staff or volunteers.

Operational Management is about the day-to-day operational aspects of achieving the organisations outcomes.

* Boards and Management Committees are ‘the guardians of the mission
* the stewards of the assets and resource of the organisation
* aim of Governance is to direct and control, but most importantly, to achieve the mission of the organisation.
* Also build and lead the culture of the organisation
* Fine Art of Governance – is about balancing our accountabilities eg like in a circus act – the many spinning plates – can seem daunting but good teamwork is one way to manage this.

The governance of an organisation is a big responsibility for members to collectively take, however the good news is that there in not a situation in an organisation where there is not an appropriate process, structure or system that can be developed or used to respond to the situation (those that are unpleasant or not).

There is no right or wrong way to conduct the business of your organisation.

There are processes that have been found to be useful

**Today we are focussing specifically on the meeting and decisions making processes that applies to committees.**

**Chairpersons, vice chairpersons, secretary and treasurers play a vital role in this;**

**In fact they create the culture, set the tone, set the vibe, establish the norms!**

* **Getting the right things on your agenda**
	+ Developing an agenda before the meeting
	+ Whose responsibility is this job?
	+ Circulate draft agenda prior to meeting
	+ Remember Operational vs Governance in agenda development
	+ Review agenda at the start of the meeting,
	+ Get an shared understanding amongst committee if new items can be put on the agenda during meeting or at start of the meeting?
	+ Arrange the agenda with the highest priority items at the top – shared priority or done by chair? Process for this?
	+ Reports from operational part of the organisation – how do they fit into the meeting format
* **Ways to effectively discuss and reach decisions**
	+ Development of the culture that you need for this to happen
		- Maybe do the business & then catch up, or catch up over shared meal before or after meeting?
	+ Time management of the meeting – chair? Or others
	+ Follow the agenda
	+ Be clear how much time members can take to voice their thoughts.
	+ Focus on the issue not the person, “Play the ball and not the person”
	+ Being clear with what is recorded on notes, particularly actions / decisions. – secretary double check on what they have recorded.
	+ Full minutes or summary of discussion and then clear wording of decision / action / motion.
	+ Designate to sub committees if more info required
* **Facilitating good decision making on your committee**
	+ Have good information on which to make decisions
	+ If haven’t got all the necessary info to make an informed decision, how do you source it?, research, designate a sub-committee, bring along guest speakers to brief committee –
		- Importantly be clear about - what is it, whom does it, by when
	+ Timing of decision
	+ Resourcing and $ to support certain decisions – treasurer
	+ Responsibility of chair to seek broad input and facilitate the discussion – also chair encourage focus on the issue and not the personalities
	+ Diversity of views important for good decision making
	+ Encourage a ‘culture of candour’
	+ Pre discussion around a process to help move forward when disagreement.
	+ Can a level of disagreement be accommodated (perhaps minuted) and still the majority view gets progressed?