

coalition of **community**boards

Sunshine Coast

Notes made from Workshop – Breakfast Forum

26 Nov 2021 @ Vitality Village, Bokarina

Participating organisations; DASSI, Naradell, Sunshine Coast Council, Noosa Council
With Mark Wischnat (SC CoCB)

Discussion Notes

Processes and ideas to help manage committee when people go solo and try to manage everything

- Take the committee back to the shared and agreed understandings and priorities of the group, this can help diffuse where the 'power' sits if there is genuine shared understanding.
- Remember the group's overall purpose and vision and occasionally check in around it to ensure that all members are supportive of it, and ideally powered by it.
- Community groups are usually driven by relationships, but if this platform isn't strong then a more formal process around doing business might be a way to ensure things get down until the relationship can form / reform.
- Ensure operational and governance matters are separate.
- If matters contain a lot of work or complexity, then delegation can occur to focus groups, portfolios, sub committees, working groups etc, with a clear reporting process back to the committee.
- Work to develop clearly worded simple documents that outline processes and roles and responsibilities for committee and the group.
- Develop an agreed decision making process
- It might be necessary to have individual's discussions with people if they are moving into 'ownership' territory as their passion is wonderful but unless it is participatory it will eventually isolate others.
- Recognise member's strengths and empower them to be in working groups or roles in the committee that can benefit from these strengths. And at the same time if is very possible to learn new skills.

Benefits of working together to make decisions

- Together, multiple voices and minds contribute to "richer" decisions
- Text, FB, email are communication methods that are all open to interpretation and misunderstandings

- If any whiff of conflict is open, then a face to face discussion is the best way to make decisions, make sure that it is taken “off line”.
- If a more formal approach has to be taken around issues, then a phone conversation before an email can be a good way to help put some relationship into the matter to accompany the email.

Tips for Short meetings

- Only bring necessary agenda items to committee meetings. And ensure that the decisions that arise from agenda items clearly link to an action plan that stipulates; action, who is responsible or involved and in what way and timeframes.
- Make items clear and concise, with just a brief context
- Set up time limits on talking – be upfront how much time is available for the meeting
- Work on having strong relational elements in the group (this is best to happen outside the actual meeting). However, during the meeting, we are people first, so emphasise the relationships, perhaps ‘check in’ and ‘check out’ at the meeting.
- Ensure a strong agreed purpose exists for the group, for the committee
- Be clear on the purpose of the meeting, only meet to make decisions not to just discuss – the discussion might be better allocated to working group, portfolio’s etc
- Have ‘parking lots’ for items that come up that are not part of the agenda but are still important or require discussion.
- One suggestion was having sticky notes on a well-positioned clock to indicate time to finish certain items or the actual meeting.