

GAI GOOD MEETING GUIDANCE

A meeting is as successful as the positive contributions of its members. There are various ways you can contribute to a meeting, sometimes in a formal way (as chair, vice chair or scribe) and many informal ways through speaking, summarising, guiding a small discussion, or asking questions to clarify what you have heard. Here are six practical steps to a meeting that will make a difference.

1. Meetings are for the benefit of all attendees and airtime to hear all views is good practice with a balance from all contributors.
2. The chair of the meeting is responsible for the flow of the meeting and that the agenda is kept, making sure that the contributions are all relevant and all views considered.
3. All attendees should be treated respectfully and courteously. Inappropriate behaviour cannot be accepted, such as insults or heckling.
4. Questions should be addressed through the chair and those questions should be as succinct and pointed as possible. Moderation should be rotated in accordance with the sequence of who intends to contribute, and people should respect this and wait for their turn. Any person who has difficulties in either sight or hearing for example will be accommodated by the chair.
5. The chair has a duty to ensure any non-compliant practices are dealt with and ultimately can expel any person who oversteps the etiquette. This would always be as a last resort.
6. Be open to innovation and be prepared to learn from others.

All GAI meetings will have the following text on the agenda and/or signature sheet.

This meeting is held under the Guild's Good Meeting Guidance. Please respect your fellow attendees and help by making an active positive contribution wherever you can.