Policy and Procedures for Meetings

# Policy

* 1. All staff, supervisors, and managers of Barrington Cafe are required to attend staff meetings or as prescribed by each Department.
  2. The purpose of staff meetings include:
     1. Communication and discussion of decisions of the management with regard to the operations of the organisation
     2. Provision of personal support and opportunities for staff development
     3. Opportunity for staff to discuss any areas of concern relating to their work roles, their colleagues, the management and the organisation
     4. Allow staff to discuss issues and needs of clients and the program

# Procedures

* 1. **Preparing for meetings**
     1. A notice of the meeting must be sent out via email to all staff at least 21 days before the scheduled meeting. For meetings that are limited to the Departments and teams, a notice of the meeting must be sent out at least seven (7) days prior to the meeting.
     2. A standard agenda must be used for all meetings and must be sent out at least 21 days before the scheduled meeting for all staff, and at least seven (7) days for meetings that are limited to the Departments and teams.
     3. The agenda and notice of meeting must provide adequate information of the business for discussion, particularly in formal meetings.
     4. The venue of the meeting must be booked prior to notification of the meeting. Where there will be changes to the venue of the meeting initially set, an update of the new proposed venue must be sent to all staff.
     5. Make sure to confirm the booking for the venue and schedule before sending out the agenda and meeting invites. This must be done completing a Meeting Arrangement Request Form; this form must be sent to the Manager for approval.
     6. Relevant documents to be used in the meeting must be dispatched to all staff at least seven (7) days prior to the meeting.
     7. Use the prescribed format of meeting minutes for formal and informal meetings.

# Chairing meetings

* + 1. General meetings will be chaired by the Director of Barrington Cafe. In the absence of the Director, the General Manager or any Supervisor will be appointed by the Director prior to the scheduled meeting.
    2. The Supervisor or a case manager appointed by the Supervisor will chair the meeting for Department and team levels.
    3. General meetings require a quorum. Where there is a lack of quorum, the Chair can adjourn the meeting.
    4. Meetings must start and end on the time proposed at the notice.
    5. Staff members can propose a motion and must vote for a resolution.
    6. The Chair calls for the vote for a resolution. Where a motion is not passed, it will be added as a motion for the next meeting.
    7. All motions proposed should be relevant to the business of discussion. The Chair has the right to revoke any motion that is irrelevant or repetitive.
    8. The Chair also takes note of major decisions made during the meeting.
    9. Staff members have an opportunity to speak to any motion after the Chair opens the floor and for an allocated period.

# Minute-taking

* + 1. A roster of minute-takers must be in place across teams/departments. For general meetings, the minute-taker will be assigned by the head of each team/department. Minute-takers must have a copy of the agenda prior to the meeting and must be briefed prior to the meeting.
    2. Motions and resolutions must be documented in verbatim by the minute-taker in a formal meeting. The content of the meeting minutes for Department/team meetings is upon the discretion of the Chair.
    3. Upon completion of the meeting; the Manager will review the Minutes taken down by the minute taker while referring to the meeting agenda. If necessary the manager will re-write the minutes to edit by correcting grammar and spelling errors, and to ensure they accurately reflect the meeting events. Accuracy of Topics discussed, Timeframes observed, and Outcomes achieved will also be checked.

# Distributing and Storing Meeting Documentation

* + 1. Final copies of the updated Meeting Minutes must be distributed to all staff, including to those who were absent, within seven (7) days for general meetings, and no more than three (3) days for team/department meetings.
    2. Documents used in the meeting including agenda, minutes and other relevant documents must be kept in accordance with the organisation’s record-keeping policies and procedures and relevant legislation.
    3. All Meeting documentation such as Meeting Minutes, Meeting Agendas, Meeting Sign in sheets or any other documentation used or discussed at the meeting must be stored electronically in D drive under the context of the meeting. For example; staff meetings must be saved under: D:Meetings/Staff