



Leading Effective Meetings With Jenny Magee

Chairing community organisation committee or board meetings is a very important task. The successful outcomes can hinge on the skills, strength and confidence of the meeting leader. The Chairperson is responsible for the smooth running of the meeting, for applying the rules, keeping order, encouraging people to give their opinions and summing up the discussion – all while keeping to time and with the principles of good governance in mind.

This practical one-day workshop will cover:

- Qualities & behaviours of a chairperson
- Planning the agenda & preparing for the meeting
- Opening and closing the meeting
- Setting ground rules
- Liaising with the minutes secretary during the meeting
- Formal meeting procedures
- Keeping discussion moving
- Identifying and clarifying decisions
- Time management
- Managing challenging behaviour in meetings
- Self-evaluation and feedback

Workshop fee includes workbook, certificate and refreshments.

March 11 2009 @ 33 Victoria Street from 9-3 (please be here ready to start at 9am)

Cost: Members of NFP community organisations \$40, other \$80.
Lunch and morning and afternoon tea provided.

Parking is available \$5.00 for the day in the HCC pay and display carpark to the left of Community Waikato's premises (police station side). Please bring coins with you for this

REGISTRATION FORM

Name(s):.....

Organisation:.....

Address:.....

Phone:.....Email:.....

Payment Enclosed \$.....

Places are limited. Please phone or email confirmation of registration and send your payment to secure a place at this essential workshop to Community Waikato, P O Box 391, Hamilton

Contact Sally- 07 8381583 or sally@communitywaikato.org.nz for any further information

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