

Meeting Guidance for Chairs and Officers of Committees

Before the meeting:

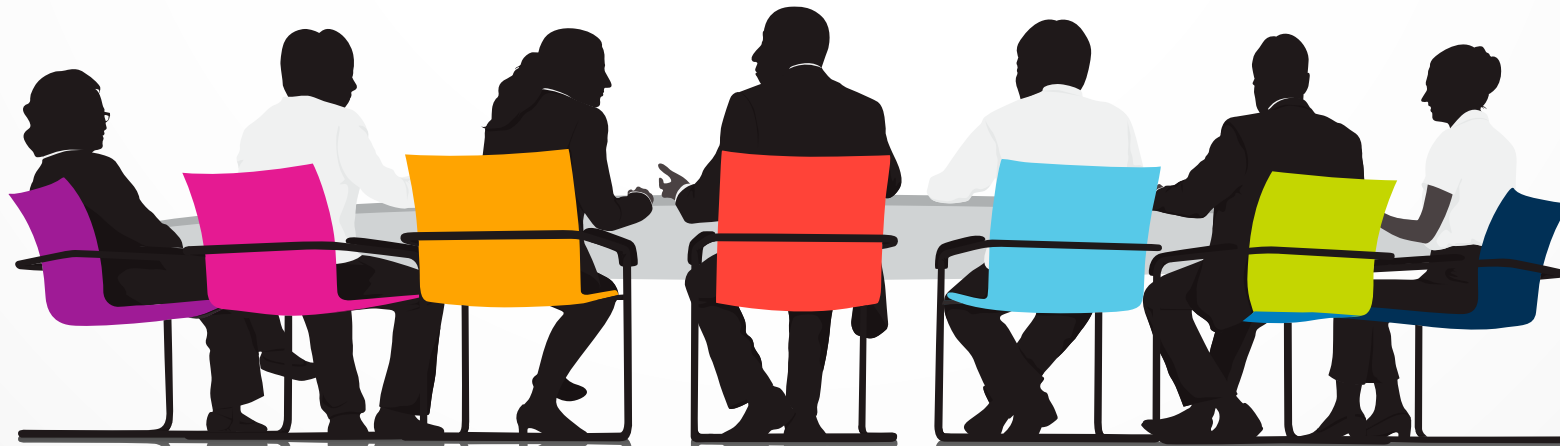
- Ensure you meet with the student representative as soon as you know who they are to brief them on the purpose of the committee how it is run, how to add items to the agenda and general meeting etiquette.
- Try to schedule meetings at a time and day that is least disruptive to students studies.
- When developing the agenda, ensure, where possible, that items of particular relevance to students are given higher standing.
- For meetings with long agendas, identify an approximate amount of time needed for each item.
- Always meet with the student representative prior to a meeting to ensure they are prepared and talk through the agenda and papers with them.

During the meeting:

- Ensure all members of the committee introduce themselves at the start of the meeting.
- Ensure that all members of the committee have adequate opportunities to make a contribution.
- Ensure that meetings run to time.
- Ensure all members are clear on the agreed actions and persons responsible for undertaking them.
- Agree or confirm the date of the next meeting before participants leave.

After the meeting:

- Chair should check and approve minutes and action sheets before they are sent to attendees.
- Ensure all members are sent the minutes and intended actions as soon as possible after the meeting.



Meeting Guidance for Student Representatives

Before the meeting:

- Know the date and place of the meeting.
- Notify the officer of the Committee of anything that you would like placed on the agenda.
- Ensure you have been sent all relevant documentation for the meeting, including agenda, previous minutes and papers being presented.
- Ensure you have read and understood the papers you have been sent.
- Prepare your contribution for the agenda items, including discussion with those you are representing.
- Ensure you meet with the Chair and/or officer of the committee in advance of the meeting.
- If you can't attend, make sure you send your apologies and comments on the agenda items to the officer of the committee at least a day in advance.

During the meeting:

- Ensure you arrive on time.
- Engage in the discussions taking place ensuring you represent the views of your fellow students and not just expressing personal opinion.
- Don't be afraid to ask questions which should always be directed to the Chair in the first instance.
- Avoid getting engaged in conversations with other committee members when other discussion is taking place.
- Take notes of what is being discussed.

After the meeting:

- Read the minutes and action sheets when they are sent to you.
- Note any actions that have got your name against it, so that you can do what was agreed and report back to the next meeting.
- Report back to the student body any items of relevance or requiring their input. This can be achieved by either taking a few minutes at the beginning of a lecture or prior to the break or through email/social media etc
- Report back to the UBS any items of relevance or requiring their input.

