

Participating in Meetings at BHS

Information for the Consumer Partnership Program

The different types of meetings

- **Committee meetings** are formal meetings that focus on a particular area of the service, meet on a regular basis, run with an agenda (which is a list of items to be discussed at the meeting) and minutes are taken (which are notes of the meeting). Committee meetings are comprised of key individuals that can contribute to the goals and responsibilities of that particular area of the service.
- **Focus group and working group meetings** are a less formal meeting, which focus on one topic or task at a time and normally have a short timeframe of about 8 sessions. At the start of focus groups and working groups the meeting times and duration are discussed and agreed on by all participants in the groups. It will depend on the subject as to how long the sessions will continue and can be re-negotiated if needed.
- **Governance Committee meetings** make recommendations to the Board for structural changes to ensure the Ballarat Health Services (BHS) is meeting its legal responsibilities.

Purpose of meetings:

- To gain the perspective of key members. Each member in the meeting has a valued point of view and experience and is a member of the meeting to express their perspective to assist with solving a problem, help make decisions, develop plans, gather or convey information, obtain agreement, establish an understanding and create a sense of teamwork.

A Terms of Reference (TOR) is a document that outlines:

A TOR outlines the:

- Purpose of the committee/focus or working groups
- Membership
- Frequency of meetings
- Attendance
- Invitees and co-opted
- Members
- Functions of the committee
- Review
- Agenda
- Minutes
- Accountability
- Key Performance Indicators (KPI)
- Quorum

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Some tips:

- The role of the Chair is to make sure that each meeting is planned effectively, conducted according to the TOR and that matters are dealt with in an orderly, efficient manner. The Chair must make the most of all his/her committee members, building and leading the team.
- Introductions – when you start a meeting for the first time, the Chair should introduce and support you in a way that makes you feel comfortable. Please talk with the Chair or your Consumer Partnership Officer prior to the meeting to discuss an alternative.
- Your feedback is welcomed at any time. If you don't feel comfortable giving feedback during the meeting you can speak with the Chair afterward or contact your Consumer Partnership Officer to discuss further.
- Being prepared will assist with understanding the conversation during the meeting. If you haven't received the agenda prior to the meeting or need clarification on any information please inform the Chair.
- Contribution can be at times for some of us anxiety provoking but be assured that you will be supported and your feedback is important to BHS. If you feel you need some extra support to participate in any activity contact your CPP team member who will happily support you in a way that you feel comfortable with.
- If you are unable to attend a meeting you are required to send an apology to the Chair of the meeting as soon as possible.
- If you would like to resign from your position at any time you will need to discuss this with the Chair of the meeting or you can contact your Consumer Partnership Officer to discuss further.
- Terminology www1.health.gov.au/internet/main/publishing.nsf/Content/Glossary