



VICTORIAN RIFLE ASSOCIATION INC

ESTABLISHED 1860

Registration Number A13641H

ABN 37 571 868 151

VRA Council Meeting Guidelines August 2020

The VRA Council meets formally approximately six times per year. The below guidelines allow the Council to conduct the meetings in a professional and productive manner.

Objective

An effective meeting brings a select group of people together for a specific purpose, provides a forum for open discussion, and delivers a tangible result: a decision, a plan, a list of ideas to pursue, a shared understanding of the work ahead. Meetings should be goal-oriented business events and be a forum to improve communication and collaboration and to resolve issues that affect the VRA.

Agenda

Agenda items should be submitted to the Executive Officer at least one week prior to the scheduled date. When submitting agenda items, the below points should be considered:

- Priorities – what must be covered
- Results – what do we need to accomplish
- Timing – how much time is required to cover this topic
- Content – Councillors should be provided with information prior to the meeting.
- Solutions – come prepared with a viable solution

Agenda's and relevant attachments will be distributed to Councillors one week prior to the meeting date.

VRA Meeting Principles:

- Establish clear objectives
- Promote active listening and open-ended questions.
- Provide all attendees with an agenda
- Be intentional about where you are focusing energy.
- Concentrate relentlessly on results
- Be inclusive
- Build trust in the room
- Close with action items that include the responsibilities allocated, tasks delegated and assigned deadlines.

Policy Revisions

Version 1	27 th August 2020
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