Meetings Matter

Informal Meeting

An informal meeting is a relaxed, friendly get together to discuss an issue or cause. Some words you might hear when you are at an informal meeting:



Chair is the person who is "in charge" and runs the meeting

Agenda is a list of what the group will talk about.

Minutes are the main points of the meeting that are written down

What does the chair do?

- ✓ picks the time for the meeting
- ✓ the place where the meeting takes place
- ✓ what will be talked about (agenda)
- ✓ makes sure that the people who are coming to the meeting know how long it will last
- ✓ tells people if they need to bring any information with them to the meeting
- ✓ usually picks someone who can write down what was talked about
- ✓ approves the minutes once they are finished so they can be sent out to the people who attended the meeting



Showing up on time is a must! It also shows respect for the other people that are attending.



Types of Informal Meetings

Semi-formal and informal meetings do not have to follow the rules of formal meetings.

- ✓ Types of informal meetings are:
- ✓ Staff meetings
- ✓ Club or social groups meeting
- ✓ Neighbourhood meetings
- ✓ Parent council meeting
- ✓ Get-togethers

These meetings help groups work together and make decisions. Informal meetings do not have motions or items to vote on. Sometimes informal meetings do not have an agenda or a notice of meeting. Sometimes they do not even write down minutes. It depends on the rules of the group that is meeting to decide how they would like to run the meeting. It also depends if the group or association has regulations that they have to meet.



Formal Meeting

A formal meeting follows certain rules or order that the members of the group follow. Some words you might hear when you are at a formal meeting:

Notice of Meeting a piece of paper that tells the date, time and place of the meeting

Motion to make a suggestion

Proposer the person who is making the suggestion

Seconder another person who agrees with the suggestion

Mover calls to question all in favour.

Some types of formal meetings are:

- Annual General Meetings
- Department Meetings
- Board Meetings

All formal meetings have rules that they follow:

- An agenda
- A Notice of Meeting
- Motions or suggestions are made, talked about and voted on following certain rules
- Movers and Seconders of motions have their names written down in the minutes.
- The minutes are written down a certain way.

Ten Tips When Attending a Formal Meeting

- ✓ Be prepared. If there was reading to do or if you have to present a report, make sure you understand what you need to do before the meeting.
- ✓ Dress well and get to the meeting 15 minutes early.
- ✓ Always remember to turn off your cell phone.
- ✓ Sometimes in very formal meetings there is a seating plan. If you don't know where you are supposed to sit then ask.
- ✓ Show by nodding your head or smiling once in awhile that you are listening and understand what people are talking about.
- ✓ When it is time for people to talk about the things on the agenda, let other people speak first who might have more understanding or information about the topic.
- ✓ **Never interrupt anyone** - even if you disagree with what they are saying. Write it down or try to remember what you disagree with. Once the person is done speaking, ask the chair if you can talk.
- ✓ When it is your turn to speak, keep it short, clear and to the point of what you are trying to say
- ✓ Always talk directly to the chair as long as everyone else is.
- ✓ Whatever is talked about during the meeting is confidential or private. This means that what people said during the meeting should not be repeated to other people after the meeting is over.

References

http://www.kwintessential.co.uk/cross-cultural/business-etiquette-training.html

https://sielearning.tafensw.edu.au/MBA/9770E/as/9770/9770E_Meetings/Topic_1/formal_informal_meetings.htm