Turn up the volume

Leading a successful student Chapter

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Prayer

ERA FOR CHANGE

Speak Up

Why are you here?

Agenda

Vision & Mission
- Where do we want to be in five years?
- What are our priorities for the next 2 years?
- How will we achieve them?

Organising your team
- Agendas
- Action registers
- Minutes

Stakeholder engagement
- Why do it?
- Who are they?
- How do I engage each of them?

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Vision & Mission

A Vision Statement says where we want to be in the future

It should align with the overarching organisational priorities ….

Vision & Mission

Try it …

ABC College's ERA For Change seeks to be the <u>leader</u> in student advocacy. It aims to <u>connect</u> our students with the world's marginalised and to stand in solidarity with them through …..

Priorities

What will you focus on in the next two years and why?

Break these down into:

- Themes – Asylum Seekers
- Streams
- Specific points

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Organising your team

The Agenda
- Prayer
- Confirmation of previous minutes
- Actions arising
- Secretary's report
- Project reports
- General Business
- Closing Prayer
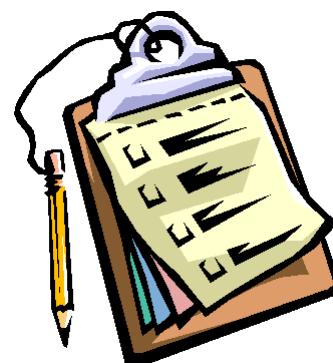
The Agenda

Why?

Confirmation of Previous Minutes
- Checks the accuracy of previous discussions

Actions arising
- Update these **before** the meeting – you can refer straight to an *action register* and SAVE TIME ☺
- Shade actions complete – next *register*, you delete the action

The Agenda
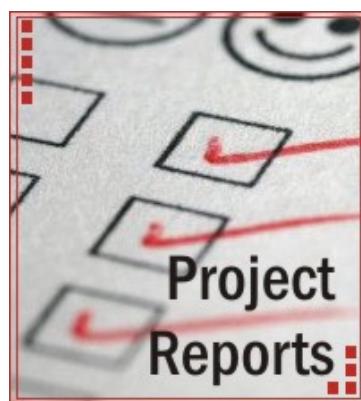
Secretary's Report
- Communicates information coming into the group
- Communicates correspondence going out

Project reports
- A summary is ideal
- If you would like to brainstorm your project, then ask <u>before</u> the meeting for the time you think you will need

The Agenda

General Business

- Monitor it carefully, especially when time is a commodity
- Calling for agenda items <u>before</u> the meeting and giving a <u>due date</u> for these, will help you keep the meeting focus
- It can turn into a time when everyone just wants a chat

The Agenda

Tips to manage time

- Chair keeps people on track
  - Deputy & Secretary assist
- Keep to the agenda
  - Refer specific project conversations, if taking up time, to a separate 'project / sub-committee' meeting and then they report back
  - Use suggested timings to help
  - Manage the agenda & forward agenda - prioritise

Action Registers

Action Registers
- If managed carefully, these will make your meetings smooth
- They help you communicate key problems
- Allocates ownership & responsibility
- Sets timelines
- You will be able to keep track of everything going on – what is working well, what are the gaps, where should we direct our attention?

Minutes

Minutes
- Are simply a record of the meeting
- Useful for people who can't attend
- Useful for people to look back on past decisions
- Excellent tool to see how far you have come …

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Stakeholder Engagement

What is a stakeholder?

What is engagement?

Why should we do this?

Stakeholder Engagement

A Process

1. Identify
2. Learn about your stakeholders
3. Decide the best approach to engage with them
4. Engage
5. Review

Stakeholder Engagement

Identify

Secondary
• Community
• Media
• Governments

Primary
• Who's story?
• Relevant organisations
• Principals
• Our team
• Our customers – who hears?

Stakeholder Engagement

**Learn about them &
Deciding an approach**

- Why are they a significant stakeholder?
- How can we best communicate with them?
  - Do I need to introduce myself and the school?
  - What **range** of communication tools can we use?
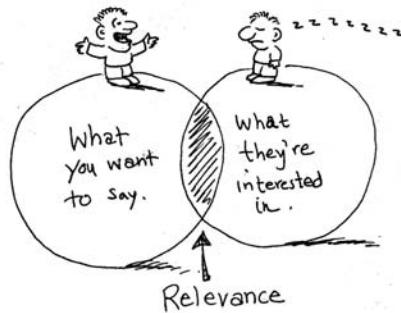
Stakeholder Engagement

Communication strategy

- What tools are already available?
  - Newsletters
  - Magazines
  - Notices
- Use different channels
  - Internal
  - External
- **Idea – same message, but in 3 different ways**

Stakeholder Engagement

Review & Improve

- What worked
- What didn't work

- Brainstorm as a team
- Specific stakeholder feedback

Successful Teamwork - Everyone