

Session 3	District Administration & Meetings
Audience	District Managers.
Time	90 min
Aim	<ul style="list-style-type: none"> ◆ To provide participants with an understanding of the meetings and procedures required in their roles as District Managers.
Resources	How to Manage the Guide District Properties Webinar (NSW-ACT) Guide Lines GGA and state websites Appropriate books on meeting procedures Sample meeting agendas, report formats

Learning Outcomes	Include
Leaders will be able to: <ul style="list-style-type: none"> ◆ Identify the types of meetings they are required to attend as part of their role. ◆ Identify the appropriate meeting procedures and agendas needed in their role. ◆ Explain their role at various meetings ◆ Plan and participate in a meeting appropriate to their role 	<ul style="list-style-type: none"> ◆ DM role at various meetings – District, Support Group, Division, Region if necessary ◆ What is the DM role before, during and after meetings? (preparing an appropriate report, participating in decision making, follow up and sharing and passing on of relevant information) ◆ District meeting - attended by all Leaders in the District; a way of building teamwork; information sharing; planning time; sharing concerns and achievements. Unit Leader responsibilities – what they should report ◆ Sample agendas – put an agenda together for a meeting appropriate to the role. What should / could be included in an agenda. ◆ Meeting format, minutes, reports, decision making ◆ Reports – type of reporting, what is included. where it goes. (Note that there may be some variation between Districts, Divisions, Regions) ◆ Chairing meetings – practice in this if time permits and appropriate to the group

<ul style="list-style-type: none"> ◆ Be aware of the role/responsibilities of a District Manager at the Annual General Meeting 	<ul style="list-style-type: none"> ◆ Support Group –District Manager's role in Support Group meeting <p>The AGM</p> <ul style="list-style-type: none"> ◆ why? ◆ Report from DM ◆ procedures for election of Office bearers, ◆ adoption of reports – to be covered in detail later today <p>Trainers Notes:</p> <p>Simulation – different roles, different hats outlining different focus for each role.</p> <p>As individuals – complete an agenda for their next meeting and prepare a draft report for next meeting.</p>
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