

GUIDELINES FOR VIRTUAL UNIT MEETINGS

Guideline number	GG 81
Subject	Guidelines for Hosting Virtual Unit Meetings
	<p>These “Guidelines for Hosting Virtual Unit Meetings” is designed to provide guidance to Girl Guides Victoria volunteers, adult members, youth members, and parents/guardians of youth members, when organising and participating in Virtual Unit Meetings.</p> <p>It is not intended to be a comprehensive set of rules, but rather should provide a foundation for the conduct of Virtual Unit Meetings. Girl Guide Units are encouraged to develop their own Virtual Unit Meeting traditions, as they navigate the world of Virtual Guiding together.</p> <p>Organising a Virtual Unit Meeting</p> <ol style="list-style-type: none"> 1. Organising and participating in Virtual Unit Meetings is optional. 2. Virtual Unit Meetings should be held on the day and at the time the Unit would typically meet. 3. Virtual Unit Meetings could also be held during school holidays, on weekends, or at another time, as agreed between the Leaders, Guides, and parents/guardians. 4. Virtual Unit Meetings should not start until a Leader is present. Parents should not leave girls unattended in a Virtual Meeting until a Leader is present in the Virtual Unit Meeting. <p>Participating in a Virtual Unit Meeting</p> <ol style="list-style-type: none"> 1. The same rules that apply at a regular Girl Guide Unit Meeting, activity, or event apply to Virtual Unit Meetings. This includes complying with all Girl Guides Victoria policies, procedures, guidelines, and child safe standards. 2. Parents/guardians are welcome to be present in the room during a Virtual Unit Meeting, but are encouraged to sit out of view of the camera and not participate (as they would during a normal Unit meeting) unless providing tech support to their Guide, or if asked by the Unit to join in. 3. If possible, siblings should not attend Virtual Unit Meetings, unless they are interested in becoming a member of Girl Guides Victoria, or unless they have been requested by the Unit to join in. 4. Leaders, or a nominated Guide, should send a message to all participants before the Virtual Unit Meeting starts, setting out an agenda for what will be covered during the meeting and how long will be spent on each matter. This could include matters such as: <ul style="list-style-type: none"> • opening and closing ceremony; • discussing rules for the Virtual Unit Meeting; and/or



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	<ul style="list-style-type: none">• setting out the Virtual Unit Meeting program, activities, or conversation topics. These could align with the current GGTV episode and activities off the GGTV Hub, or could be independent activities as decided by the Unit. <p>5. Units should develop their own rules and traditions for the Virtual Meeting, including:</p> <ul style="list-style-type: none">• values (remembering the Guide Promise and Law, in particular being respectful, considerate, friendly and thoughtful);• what to wear to the meeting (Girl Guide Uniform? Unit uniform?); and/or• taking turns to speak and listen, and how you know when it's your turn to speak. <p>6. Due to the potential for issues with feedback/echo, participants are encouraged to keep themselves on mute unless they are the person speaking.</p>
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Version Information

Version Number	Content Updated	Person Responsible	Date Updated
1.1	Guideline title and numbering Formatting Version Control section added	P&P	September 2020
1.0	Original	Tess Birch	March 2020