



GUIDELINES FOR VIRTUAL MEETINGS OF ADULTS

Guideline number	GG 82
Subject	Guidelines for Hosting Virtual Meetings for Adults.
Policy	<p>These “Guidelines for Hosting Virtual Meetings for Adults” is designed to provide guidance to Girl Guides Victoria volunteers and adult members, when organizing and participating in Virtual 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 Meetings.</p> <p><b>Meeting ‘norms’</b></p> <ol style="list-style-type: none"> <li>1. <u>Notification</u>: each participant at the meeting will be notified of the date, time and place/mode of the meeting at least 7 days before the proposed meeting. If this is part of an established meeting cycle, the timing should align with the advertised time. For ad-hoc groups, the timing is agreed between the participants.</li> <li>2. <u>Agenda</u>: prior to the meeting, an Agenda and the electronic connection link will be supplied, including any password details.</li> <li>3. <u>Process</u>: the group will establish a Chair for the meeting. She will control the meeting ensuring all participants can contribute. Participants will sign into the Chat section as an attendance record (where possible). Minutes or Notes will be taken and distributed.</li> </ol> <p><b>Additional requirements for a virtual meeting.</b></p> <ol style="list-style-type: none"> <li>1. It is preferable that other non-member persons are not present during a virtual meeting. If this is necessary, they must not participate in the meeting.</li> <li>2. Due to the issues with feedback/echo and background noise, participants are encouraged to mute their microphone when not speaking.</li> </ol>

Version Information

Version Number	Content Updated	Person Responsible	Date Updated
1.0	Original	P&P	Sept 2020