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# How to run an effective union meeting online or face to face Tutors’ notes

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| **Author(s)** | Martin Roberts |
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## Introduction

This is the new reps training course for 2022 which is designed to be run either online or face to face as a short bite size course. The course can be run for one branch or representatives of different branches.

## How these notes work

There are four core resources associated with the course:

1. The PowerPoint presentation, which includes visual aids, but also maintains the structure/order of the course
2. The participant’s workbook, which covers logistics, background information and activity sheets
3. The tutor’s notes which explain the activities, suggest discussion-prompts, give (loose) timings, and ‘index’ the other resources, tying the whole thing together. The words in red are the changes from online and face to face delivery.
4. As tutors who’ve committed to delivering this course, we would suggest a small amount of preparation time ahead of the course to ensure you’re familiar with the session, activities and tutor instruction.

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| Session | Slide no/ WB page | Notes | Resources |
| **Preparation** |  | Have the PowerPoint presentation open have with printed workbooks ready to handout. | PowerPoint and workbook  Name cards, pens |
| **Welcome**  5-10 mins | No slide | * It depends on how you are using this course; it could be delivered as part of a branch meeting where no introductions are needed but if it is being used as a stand-alone course then it best that to get everyone to introduce themselves and to say if they have a current role in their branch. |  |
| **Workbook Learning outcomes**  Introductions and objectives | Slide 1-2/ Page 1 | * Introduce tutor here if stand-alone course. * Pronoun to be mentioned * Go over housekeeping: muting mics until speaking and trying to not talk over people if online * Go through learning outcomes page 1/slide 2 * To be able to prepare for the meeting * To be able to encourage meeting attendance * To be able to reach the objective of a meeting * To know what to do about disruptions in a meeting * Interactive course and reps are encouraged to discuss, raise items and participate in the course | Add three rows for new slides renumber from here |
|  | Slide 3/ Page 1 | **Branch roles we refer to on this training:** Give an outline of the chair and secretary roles  **Chair role** The Chair presides at all branch conferences or committee meetings and is responsible for:  1. the proper conduct of the meeting  2. ensuring that business is kept moving  3. clarifying the issues under discussion  4. ensuring that clear decisions are reached and recorded  **Secretary role**  This is the key role in most branches / sections / sub-sections. The Secretary’s duties include:  1. calling committee meetings, conferences or annual general meetings and making all associated practical arrangements  2. preparing and circulating agendas, minutes and action lists  3. submitting to the committee matters referred to them by Prospect / Bectu headquarters or by any member or body with which the branch is associated  4. during meetings, assisting the President / Chair by presenting information and introducing items for which they are responsible  5. maintaining branch records  6. dealing with correspondence and liaising with Prospect / Bectu headquarters as required  7. guide the branches development through preparation and implementation of a branch development plan  8. communication with members - circulars / newsletters. Can be delegated to Communications Rep if available  9. takes responsibility for case management and distributing casework as appropriate |  |
|  | Slide 4/ Page 2 | **Typical types of meetings**  **Branch meeting**  An example would be where a meeting is called to discuss an issue. A meeting like this is normally open to all branch members and sometimes to non-members too.  **AGM (Annual General Meeting)**  A specific yearly meeting that members can be elected to be reps and branch posts. It also provides an update on the work the branch has done over the year.  **Negotiation**  This type of meeting could be between delegations from management and a branch  **Consultation**  This type of meeting could be held by reps to ask members opinion on a topic or hosted by the management to look for views on suggested changes affecting the workforce.  **1-1**  This sort of meeting would normally be between a rep and a member about a personal issue  **Working party meeting**  This could be with a group of members or between members and management to come up with options/solutions to a particular problem. |  |
|  | Slide 5/ Page 2 | **Code of conduct at meetings**   * In workplace/external hire (health & safety, fire drills toilets etc) * Agree the rules of the meeting beforehand – instructed by Branch Chair (hand up to speak for example) * Set parameters (what the meeting needs to achieve) * Do's & Don'ts (how those attending are expected to behave) |  |
| 10 mins | Slides 6-9/ Page 3-4 | * **Branch meetings - why do we need them?**   Briefly explain that the union rules requires that meeting must be held. The reason for this is to allow democratic process to happen. It is in a branch’s best interest to encourage members to get involved and talk with each other.   * **What could go wrong?**   Go through the slide may be add an instance that you have had   * **Don’t worry**   This slide and bullet points is designed to encourage reps or committee members to have a go at running meeting and encourage them to do it as effective as possible.   * **Preparation**   Go through the slide and stress that no one will want to attend a meeting they feel does not achieve anything. Draw reps’ attention to the terms of reference document that they can use to work out what the meeting is for. |  |
| **Activity A**  15 mins | Slide 10/ Page 4 | **Activity A: check the purpose of a meeting**  With this exercise we want reps to think about what kind of meeting is needed and if one is needed at all. This exercise can be done as a big group or be split into small groups and ask each group to report back.  Below are some merits to each option:   * **Email all the branch;** This would be the correct option if you wanted to know what the members thought then decide a course of action or reply (which could be a meeting) * **Call a full meeting;** This would give the opportunity to give members a chance to respond and debate the offer, but could lead to a meeting that is hard to manage * **Call a committee meeting;** this option gives you the chance to gauge opinion and come up with a preferred answer or options to offer at a further meeting or email.   Refer back to types of meeting, which one are you holding.  Members may want to know what their reps or the union think of the offer before they make an opinion on the offer. |  |
| **Workbook Scheduling a meeting**  5 mins | Slide 11/ Page 4 | **Scheduling a meeting**  Go through slide  Mention tools such as doodle poll to get the best day or time to maximise attendance  (The link is the workbook)  Refer back to the code of conduct, booking a room etc. |  |
| **Activity B**  20 mins | Slide 12/ Page 5 | **Activity B: What would make you attend a meeting?**  Split the group up into small breakout rooms/groups  Ask them to look at the four topics for a meeting and ask them to think how they could encourage members to attend. The sort of things we are looking for are:   * **Proposed contract changes** wanting to know how it will affect individuals directly and what possible options the branch members have. Stress the need for a collective response. * **Annual General meeting (AGM)** give the chance to hear the latest updates elect rep roles. * **Submission of the union’s annual pay claim** a chance for members to be proactiveand realise what they are asking the management for. * **Equality, diversity and inclusion in the workplace** we are looking at how we can encourage members to be active in their workplace and care about others. |  |
| **The meeting**  15 mins | Slide 13-19/ Page 5-7 | **During the meeting**  Go through the slide. It will be up to the Chair of the meeting to make sure the meeting works as well as possible. The committee members should support the Chair to achieve this.  **Agree the branch by-laws**  Refer to the model by-law documents they can download  **The structure of the meeting**  Go through the slide. Reiterate about a meeting is not worth having if it does not achieve anything. Make it clear to everyone that is what is needed to be achieved.  **Opening and introductions**  Go through the slide. Stress it is important to get off to a good start.  **Running the meeting**  Go through the slide. You might not need to have a meeting so completely structured but if you are having trouble getting through the business on the agenda then you must control it.  **Code of Practice**  Go through slide, came in December 2021  **Getting through business**  Go through slide more tips  **Remember**  Go through the slide. |  |
| **Activity C**  20 mins | Slide 20/  Page 7 | **Activity C: How would you control the meeting?**  Split the group up into small breakout rooms/groups and then ask for feedback.  What do you think the Chair should do in the following situations?   * **Two members are animatedly and problematically discussing an agenda item, the Chair has tried to get them back on the subject once.** We are looking for the reps to use the things they have just learned to let the members have their say but not at detriment of the meeting * **A member is constantly putting their point of view at length on all the agenda items and replying to other members point of view** Once again we are looking for the reps to look to control that person’s behaviour by giving others the chance to speak and sticking to the rules such as the right to reply once * **A member makes a derogatory comment to another member** We are looking for reps to bring up the code of practice and challenge behaviour. Try to draw out how they would word the challenge. |  |
| **Closing the meeting**  5 mins | Slide 21/  Page 8 | **Closing the meeting**  Go through the slide  On the last point it is worth raising that if it is a face-to-face meeting putting it on the agenda about a social may encourage attendance. |  |
| **Any questions** | Slide 22 | **Take any questions and advertise about the other short courses**  How to take minutes at a meeting  How to have an effective branch (Branch roles)  How to give an effective speech (public Speaking)  How to write an effective motion?? Idea for the future?? |  |
|  |  | **End of training** |  |

## Tutor Notes/Course Structure