

EXTERNAL MEETING FORM

When attending an external meeting on behalf of Te Akoranga Playcentre Association

Intent

The Association requires:

- ❖ Procedures to be followed for application and approval for attendees to attend External Meetings

NAME: _____

Position: _____

Meeting to Attend: _____

Date/Venue: _____

Briefly state your reasons for wishing to attend the meeting on behalf of the Association and how this will benefit the Association i.e. position, interest, availability, knowledge (*continue over page if more space required*)

Is this meeting part of your job description? Yes No

If No what is your Playcentre Education history (*continue over page if more space required*)

RESPONSIBILITY AND GUIDELINES

Preparation

- Attend pre meetings where issues are discussed.
- Collate relevant information, feedback from Association that supports issues to be covered.
- General information and knowledge of:
Constitution / Handbook / Rentons Meeting Guide / Practices and Protocols / Association Mandate / View Agenda issues / Previous Minutes

Representation

- To represent the viewpoint of our Association.
- To be able to speak to issues and have background information for clarification purposes.
- No personal views, only Association views to be expressed. Association views must be clearly mandated.
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- Take responsibility to bring new issues back to the Association for discussion.
- Take responsibility to carry out information sharing, information gathering and networking while attending meeting.

Follow up

- Reporting – furnishing a written report back to the Association/Centres that outline issues/outcomes of meeting attended.
- Accountability – availability to action follow up work, provide further information when required.

BY COMPLETING THIS FORM THE ATTENDEE AGREES TO THE ABOVE RESPONSIBILITIES AND GUIDELINES