

Task Guide

Company Meetings

Responsible: Chief Officers

Project Description:

You will be responsible to conduct one leadership and meeting every two weeks (everyweek the first two months) and one all company staff meeting at the end of each month. You should alternate each week as who will facilitate the leadership meeting . You both should be involved in the all staff meeting conducted every two weeks. These meeting will be shorter and will be used for total company informational meeting and staff recognitions.

Guidelines:

Leadership Meetings

- 1. Each Friday create an agenda for the leadership team meeting or the All staff meeting in the coming week**
- 2. Access the Meeting Agenda TEMPLATE from the VE Task Matrix web page**
 - A. Open the file and then "Save as". Rename the file to identify the meeting date (Jan-Sept, use a lead zero)and type of meeting i.e., 09-16-08, Staff i.e., 08-30-08, Leadership.
 - B. Review any minutes from the last meeting and determine if their is any "old Business" that needs to be carried through into the next meeting.
 - C. Develop the agenda with old Business first followed by new business. Provide discussion points that each department (you can get this from the current department task sheet) shares out on the agenda. Each department should briefly be sharing out on their progress during that task period
 - D. E-mail the agenda and reminder out to all the leadership team members in pdf format
 - E. Make sure you have reserved the conference room.
 - F. Make copies of the agenda and previous meeting minutes for the leadership meeting
- 3. Conduct Leadership Meeting**
 - A. Open the Roberts Rule guide from the Task Matrix and review the meeting protocols
 - B. Follow the agenda
 - C. Have a support person take notes as the meeting is happening
 - D. Make sure each department is asked to share
 - E. File your agenda and meeting notes in your leadership notebook
- 4. Submit your agenda and minutes from the meeting as evidence this has been completed.**

All Staff Meetings

- 1. Should be conducted at the end of each month on a chosen Monday**
- 2. Create a presentation using presentation software to conduct the general meeting**
- 3. Poll each of the department leaders to see if there are any "all company " items that they would like for you to cover or that they need to present.**
- 4. Conduct company meeting**
 - A. Call the meeting to order
 - B. Recognitions of Staff (good time for employee of the month to be announced)
 - C. General Staff Information
- 5. Submit your agenda and notes from the meeting as evidence this has been completed.**