



GUIDELINES FOR EFFECTIVE COMMITTEE MEETINGS

The overall goal of Probus is to provide retirees with the opportunity to stay engaged and connected in a social environment. Probus Clubs are run entirely by volunteers who are committed to helping achieve this goal.

Sometimes when individuals come together for a common purpose, there can be disagreements and differences of opinion, perhaps even personality clashes. Dealing with these situations can be quite challenging, but at the same time quite rewarding, especially if positive outcomes prevail.

Productive discussions and meetings are essential to a Club's success. Management Committee members are encouraged to consider a Code of Conduct that sets out the expectations of each member. A Code of Conduct is not about the work that each Committee member undertakes but rather a framework that guides the Committee on how to work well as a team.

It is suggested that Management Committees use the information in these Guidelines to establish their own Code of Conduct which each Committee member should have input into developing.

Developing a Code of Conduct based on these guidelines will help prevent misunderstandings and manage conflict before it occurs and will create an effective management team that others will be happy to join.

Once agreed, the Code of Conduct should be included in the position descriptions for each role. This will ensure that members who nominate for Committee roles are well aware of the expectations. The Code of Conduct should also be reviewed by new Committee members shortly after the AGM at the start of the new Probus year.

Expectations from Committee members

Honesty and Integrity – act with truthfulness and sincerity in all committee interactions.

Act in the best interests of the Club as a whole – always consider what is best for the Club and support the decisions made by the Committee once agreed to.

Fairness and Impartiality – Committee members should treat all individuals fairly and without bias.

Appropriate use of information – members should treat all Committee dealings as confidential and not disclose any information to individuals outside the Committee unless approved by the Committee.

Follow agreed rules – Clubs have a Constitution and Standing Resolutions that reflect the wishes of the membership.

In order to meet the above expectations, Committee members should:

1. Assume all participants are well intentioned. Respect each other's point of view, even if you do not agree with it.
2. Listen when others speak with an open mind. Do not interrupt.

3. Seek to understand each other's point of view – you can disagree without being disagreeable.
4. Do not dominate the conversation or talk over the top of others – everybody should have the opportunity to share their point of view equally.
5. Challenge the ideas or the suggestions - not the individual offering the idea or suggestion.
6. Treat each other with respect, kindness and tolerance. We all have off days when we may not be at our best. You will appreciate that respect and tolerance when that off day is yours.
7. Show fellow members respect by having conversations about your concerns with them directly – do not involve others as it is not helpful to air grievances or concerns with others that are not involved in the discussion.
8. Once the Committee has made a decision, all members should show support for it because a united team is an effective one.
9. Understand and appreciate everyone's contribution.
10. Have a positive attitude, show encouragement and praise.
11. As difficult as others may seem, one's own behavior may either fuel or pacify difficult situations. Always consider your own behavior and its impact on others.

If you have any questions about the information in these Guidelines, please contact our Team.