



TIP SHEET

Planning and running an inclusive meeting

This tip sheet provides strategies for planning and conducting inclusive and effective community meetings.



Inclusive meetings are meetings that are accessible to a broad cross-section of the community. There are lots of things you can do to make your community meetings inclusive and effective.

Strategies for planning and running inclusive meetings

When planning inclusive meetings it can be useful to consider the following tips and questions:

Space

- Meet people where they are. Always hold the meeting in the community you are working with and, where possible, try secure a comfortable and familiar space to the participants.
- Think about how people will get to the meeting. Do they need transport? Is there parking on-site or close by?
- Consider participants with children. Does the space accommodate children? Can you provide childcare?

Format

- Think about ways to create an inclusive and welcoming meeting. For example, does the meeting take on a conversational format with food, time for sharing and relationship development or is it agenda-driven and business-like?
- Consider the seating you provide for people. Is the seating inclusive? Can everybody see each other?

Dress and personal conduct

- Consider how you will dress and conduct yourself during the meeting. What message do you think this will send to participants?

Relationship development

- Make time to foster relationships between participants in the meeting. For example, is there time for people to get to know each other? How are new people introduced into the meeting?
- Prioritise developing and sustaining positive relationships with participants. For example, do you stay around after meetings to chat with people and come to understand their stories and what they have to offer? Do you remember them and what they have shared between meetings?
- Ensure the meeting is inclusive of all participants. Who sets the agenda? Is the language used inclusive of all members? Can you seek their ideas and input outside of meetings? How do new participants learn about the group's journey so far?

Local ownership and direction

- Think about how you can support leadership development amongst local community representatives. Is it possible for meetings and other gatherings to be driven and chaired by community members?
- Consider how you can facilitate community members taking more control and ownership of this project/model/centre.

Change

- Consider ways you can change to enable and maintain broad and meaningful community representation?

Partnership

- Think about ways to demonstrate partnership in this process.

Children are the focus

- Consider how you can demonstrate that the children and their families (especially those most marginalised) are the focus of the process.

More information

The Community Tool Box provides detailed information and tips on how to conduct effective meetings and how to handle difficult organisation members.

Visit: <https://ctb.ku.edu/en/table-of-contents/leadership/group-facilitation/main>

For more Platforms information, resources and support visit: www.rch.org.au/ccch/platforms

This resource is designed for use in conjunction with the Platforms Guide. © Centre for Community Child Health.