

Online and Hybrid H&S Meetings

TYPES OF ONLINE MEETING PLATFORMS:

- GoTo Meetings
- Google Hangouts
- WebEx
- Zoom
- Microsoft Teams

Most importantly get familiar with the platform you choose!

Have some practice meetings with your Executive, so you are able to help guide the members.

HAVE YOUR CAMERA ON!

Having cameras on builds better rapport and trust among meeting participants and strengthens communication by reducing the chance of misread nuances or tone.

Contact OFHSA

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Having the option of online or hybrid meetings is a great opportunity to involve as many parents and community members as possible.

Home & School Associations are open and inclusive groups. OFHSA offers the opportunity for many community members to participate, including those that do not have children at the school. The best advice on how to encourage participation in a meeting is to give attendees plenty of advance notice and send reminders. Be clear about the meeting's purpose and clarify the expected start and end times, by sending out an agenda in advance.

Holding Online and Hybrid Meetings

When opening the meeting, welcome everyone and review the expectations and roles with attendees. Be clear and concise.

Introduce roles: Meeting Chair/President; Chat box watcher; Speakers list keeper.

Follow your agenda for meeting items. Official minutes must still be recorded.

All attendees should be identifiable by their screen names, for voting purposes.

Associations must follow Robert's Rules of Order. The Chair runs the meeting.

All attendees stay muted until called upon.

Voting: Use your membership list for roll call voting for each motion. Each voting member must be on screen while voting occurs; spouses cannot vote for each other; no proxy voting allowed.

If attendees are interrupting and being disrespectful, they can be removed from the meeting or you can close the meeting.

Make Everyone Feel Heard!

At the end of the meeting, encourage participation via an "open mic" discussion or through a more structured Q&A session, if time permits.

After your online meeting concludes, send a follow-up email after the meeting to all attendees. Offer a way for members to submit online feedback or ask them to email concerns to association executives.

Now that you understand the benefits of online meetings, you're ready to plan, organize and execute a successful and engaging meeting.

