



AG ECS

Virtual Meeting Guidelines

Introduction

The AGECS Council aims to ensure Council members are aware of their obligation to comply with these guidelines, maintain confidentiality in regards to discussions and processes leading to Council decisions at meetings and to adhere to the AGECS Code of Conduct when participating in virtual meetings as representatives of AGECS.

Purpose

The purpose of these guidelines is to help Council members of AGECS to conduct virtual meetings while upholding professional standards in order to protect the integrity of AGECS and to manage risk.

Scope

These guidelines apply to the Council members of AGECS and all representatives of AGECS who participate in virtual meetings of AGECS.

Responsibility

AGECS will be required to:

- a) Purchase and provide either or both headphones with microphone and portable camera to be loaned to Council member and regional representatives who need them;
- b) Post headset and/or cameras to Council members and regional representatives as required;
- c) AGECS will reimburse the cost of postage when members return headsets and portable cameras, which will remain the property of AGECS;
- d) Set up virtual meetings with passwords and waiting rooms to ensure online security and privacy; and

- e) Arrange for experienced Council members to be present in virtual meetings to troubleshoot issues or any difficulties participants' experience to ensure the smooth running of the meetings.
- f) AGECS reserves the right to record meetings. A notification will advise that the recording is in progress and participants must consent to being recorded.

Participants will be required to:

- a) Advise the President if they require a headset or camera with sufficient notice to allow time for postage.
- b) Ensure they are positioned in a suitable space where confidentiality is managed and maintained – i.e. where others in the Council member's personal space cannot overhear the meeting discussion or view meeting content.
- c) Ensure the background visible to other participants is suitable for a professional meeting and does not include any confidential material or inappropriate visuals.
- d) Wear headphones.
- e) Join the virtual meeting five minutes prior to meeting start time.
- f) If, for unforeseen circumstances, a participant joins late, then they are asked to join quietly, without disruption to proceedings.
- g) Close out, prior to the meeting, all email, internet browsers and documents which do not relate to the meeting.
- h) Ensure they have read relevant documentation (e.g. agenda, previous minutes, reports) prior to the start of the meeting.
- i) Have relevant reports open.
- j) Be present visually.
- k) Use the 'thumbs up' symbol or visually raise their hand when wishing to make a verbal contribution – the Chair will then invite the participant to speak.
- l) Unmute their speaker when called on by Chair, then mute self again.
- m) Speak concisely and to the point.

Participants must not:

- a) Record the meeting in any format (e.g. on personal devices in audio format or by screenshot).

- b) Download and save material presented during the meeting unless approved to do so by Council.

Meeting etiquette:

- a) Having a drink and/or snack with you is acceptable.

Compliance with these guidelines

If it is found that a Council member has failed to comply with the guidelines including ensuring confidentiality and professional standards during or after virtual meetings, the Council may take action as per the Constitution and Conflict of Interest Policy.

If a person suspects that a Council member has failed to uphold professional standards during and after virtual meetings, they must notify Council via the President.

For questions about this agreement, contact the President.

Version	2	Approved by Council on	3 rd May 2021
Responsible person	The President	Scheduled review date	May 2024