



WORKING
TOGETHER TO
INSPIRE AND
EMPOWER
PEOPLE



GREEN AMBASSADORS



MEETING KIT

Getting started

If you are not sure how to organise and run your meetings you could discuss these points with your teacher and look at the pages in this kit. Here are some questions and ideas to help you think about planning and running your meetings.

1. When will you have your meetings?

- Lesson time?
- Dinner time?
- After school?

It will depend on how many people are attending the meetings, how long your dinner time is, whether teachers think it is a good idea for you to have time in lessons, whether you can stay after school. You don't always have to stick to the same time but it helps people remember to come along, if you do.

2. How often will you meet?

- Once a week?
- Once a fortnight?
- Once a month?
- Once a term?



You may find that you need to meet quite often to start with and that you have quite a lot to talk about. As time goes on you may need to meet less often. Sometimes small sub-groups can meet in-between full meetings if things need to get done.

3. How long will the meetings last for?

- Half an hour?
- An hour?

Between half an hour and an hour is probably about right. Don't make the meetings too long as people may find it hard to listen and keep concentration. If the meetings are at dinner time, make sure that everyone has time to have their dinner and get some fresh air too.

4. How will you choose the chair person and secretary?

- Will you have a vote?
- Will you ask for volunteers?
- Will you ask your teacher to choose people?

Any of these are possible. You might ask for volunteers and then you get more than one volunteer for a position you could have a vote. You might ask a teacher to choose at first and then once you been together as a team for a while you could ask for volunteers and have a vote. Make sure everyone knows what the jobs of the chairperson and secretary are and encourage people if they are shy?



5. Will meetings be fun?

- Will the atmosphere be welcoming?
- Will everyone contribute and be supportive?

Meetings should be enjoyable. Not everyone will find everything fun and interesting but it shouldn't feel like hard work. It's good to laugh and clap! Try to create a positive atmosphere and value everyone's contribution. Make sure everyone feels included, gets a chance to speak and feels able to ask for explanations if they don't understand something or have been away.

Useful terms

Chairperson

- The chair person is the person who runs meetings
- The chairperson has a very responsible position
- The chairperson is in charge and asks people to speak one at a time
- The chairperson makes sure everyone gets a turn to speak and makes sure that people don't all talk at once and listen.
- The chairperson makes sure that everything on the agenda is discussed in the time available and can suggest items are on the agenda for the next meeting if more discussion is needed.
- The chairperson makes sure the next meeting is arranged – date and time and place.

- The chairperson can be different for every meeting or be the same for a fixed length of time, say a term.

Secretary

- The secretary takes notes during the meeting – the minutes. They then make them neat and copies them to send round to all the members of the team or council.
- The secretary makes a note of who is at each meeting and who has not been able to attend and sent apologies.
- The secretary keeps an up-to-date list of who is in the team or on the council.
- The secretary makes sure everyone knows when the next meeting is.
- The secretary needs to be a good listener and to like writing.
- The secretary can be different for every meeting or be the same for a fixed length of time, say a term.

Agenda

- The agenda is like a menu of the meeting but you get everything on the menu!
- The agenda will tell you when and where the meeting is going to be held.
- It will tell you the items that will be discussed and the order in which they will be discussed.
- The agenda is usually pinned up or sent round before the meeting so that everyone knows what is going to be discussed.
- If anyone wants to add anything they can tell the chairperson or secretary.



Minutes

- The minutes are a written record of the discussions that have taken place at the meeting.
- The secretary takes the minutes – writes a summary of the points made during the discussions – and makes sure that everyone in the team or on the council receives a copy before the next meeting.
- The minutes should also include a reminder of what needs to be done before the next meeting and who is going to do it – the action points.

Apologies

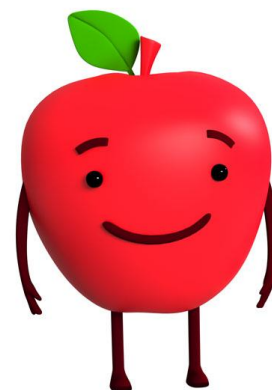
- People who can't be present at a meeting should let the secretary know and send their apologies.
- Apologies are recorded on the minutes.

Action points

- Action points are short reminders of the things that the meeting has agreed will need doing.
- These are included in the minutes with the names of people who have agreed to carry out the action and a note of when the action will be done by.

Working groups or sub-groups

- Working groups or sub-groups can be set up to work on a particular topic or issue.
- They can last for as long as they are needed.
- People may be asked to volunteer to be on a working group to carry out a special or extra piece of work.
- Special meetings can be arranged to suit the small working group.



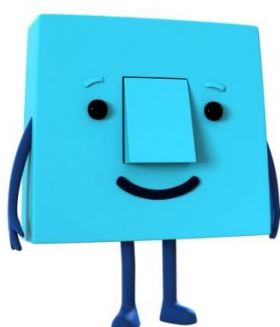
Teachers and visitors

Involve your teacher!

- It will probably be useful to persuade one or two of your teachers to become your special supporters – your link teachers.
- This can be very useful as they will help you out when you need it.
- They can keep other teachers and the Head teacher informed about all your good ideas.
- They can help with organising times and places for meetings.
- They can help with the agenda and minutes, if you need it.
- They will know if there is some money for the Green Team.

Welcome visitors!

- Once you have set up your Green Team there will be probably be lots of people who are interested in what you are doing – that's fine!
- Invite interested people to your meetings – they don't have to come to every meeting or the whole meeting.
- There may be someone you would like to invite as a guest to give you some particular information or help – go ahead!
- The more people get to see and hear what the Green Team is discussing the more support you may get for your ideas. Remember, people can only attend meetings at your invitation.
- It's best if meetings don't get too big or it may be difficult for everyone to get to speak, listen, discuss and make decisions.
- Don't forget you can always set up working groups or sub-groups.



**Why we are here**

To stop the degradation of the planet's natural environment and
to build a future in which humans live in harmony with nature.
wwf.org.uk

number 1081247 and in Scotland
registered in England number
Registered Trademark of WWF-World
().